



CHAMPAIGN COUNTY CHILDREN'S ADVOCACY CENTER PROTOCOL FOR MULTIDISCIPLINARY TEAM CASE REVIEW MEETINGS

In accordance with the CAC's philosophy of promoting a team approach to the investigation and prosecution of child abuse cases and collaboration in addressing the needs of children and families served by the Children's Advocacy Center, the CAC schedules monthly Multidisciplinary Team Case Review meetings in order to facilitate a process in which professionals are able to work together more effectively and efficiently.

Team meetings are held at noon on the first Friday of each month at the DCFS Urbana Field Office, 508 S. Race Street, Urbana, Illinois. The CAC will serve as an alternative meeting site and Multidisciplinary Team members will be notified in advance in the event it becomes necessary to change the site of the meeting. The CAC Executive Director will prepare the agenda and will notify Team members of the cases scheduled for review approximately one week prior to the meeting date. All open cases are subject to review; however, all cases opened within the last 30 days and not discussed at a previous Team meeting will be included on the agenda. Any Team member may request that a case be added to the agenda by contacting the CAC. A case that involves some urgency may be scheduled as needed and case specific Team meetings may be arranged at the request of any Team member. An involved agency or individual may request a review at any time by contacting the CAC Case Manager.

All professionals directly involved in an identified case should attend Team meetings (i.e., Police Investigator/Detective, DCFS Investigator, DCFS Caseworker, Assistant State's Attorney, SAO Child Victim-Witness Counselor, Child Protection Team personnel, CAC Case Manager, Counselors/Therapists, Crisis Interventionists, etc.). If the designated agency representative is unable to attend, another person with adequate knowledge of the case should be present on behalf of that agency.

When the agenda is prepared, approximately four to six cases will be scheduled for review every half hour. Team members should be present at the beginning of the time period in which they have a case(s) scheduled for review. Although each Team member's attendance is required for his/her cases, Team members are encouraged to stay as long as possible.

The following information will be presented for each case and Team members should be prepared to provide the information for which they are responsible:



NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Champaign County Children's Advocacy Center
201 W. Kenyon Road, Suite 1 • Champaign, IL 61820 • Phone: 217.384.1266 • Fax: 217.344.1214

- Victim Information
 - Name
 - Address
 - Date of Birth
 - Family Information
 - History
 - Developmental Levels
 - Cultural Issues Affecting the Investigation and/or Provision of Services
- Suspect Information (Same)
- Status of Referrals (i.e., medical examinations, counseling, etc.)
- Summary of allegations including child's statements, suspect's statements, other evidence, any action taken or requested, and any further actions needed for protection, investigation, prosecution, etc.
- Charging decisions by the State's Attorney's Office
- Child Protection Issues
 - Review details of child's needs for protection, child's current location, supportive/non-supportive family and other significant issues of concern
 - Treatment assessment and recommendations
 - Evaluation of child's developmental level and ability to testify

The CAC will document the date, time and place of the meeting, the cases reviewed, the names of those in attendance, the agencies represented, and the status of each case. Completed forms will be retained by the CAC. No other participating agency, with the exception of the State's Attorney's Office, will keep notes or minutes. Recommendations from MDT Case Review meetings will be communicated to appropriate parties for implementation and will be documented by the CAC Executive Director. All information shared at the Team meeting is confidential and all Team members are required to sign the MDT Case Review Meeting Confidentiality Agreement attached hereto and incorporated herein by reference.

Participation in these meetings provides all parties with valuable information, helps provide direction, and ultimately benefits the children and families involved. The goals of the Team meeting are:

- Sharing case information with involved professionals;
- Determining the course of action;
- Addressing the needs of children and their families;
- Thoroughly reviewing all aspects of the case; and
- Providing Team members with an opportunity to increase their understanding of the complexity of child abuse cases and a forum in which to discuss general issues, problems, and concerns related to the CAC and the investigation and prosecution of child abuse cases.

