



Bear Paw Kids Management Authority (KMA) Individual Care Coordination Team (ICCT) Protocols



Revised 2/28/2007

All families deemed eligible for an individual care coordination team (ICCT) meeting will be served according to their needs and requests whenever possible. ICCT meetings will be scheduled at a time that meets the needs of the youth and family and will involve those service providers and individuals approved by the youth and family.

Before proceeding with an ICCT meeting, the Project Coordinator, Parent Coordinator and/or Youth Coordinator will meet with the parent(s)/guardian(s) and youth (if appropriate) to discuss the needs of the family and the youth. A list of key participants (including service providers, extended family, friends, spiritual mentors, tribal leaders, etc) will be agreed upon and the ICCT Release of Information Form will be completed by the parents.

The Project Coordinator will inform ICCT members of meeting time and place via mail or phone calls unless other arrangements are agreed upon with the family. When e-mail is used for communication, names and identifying information will not be included in the e-mail. The parent(s)/guardian(s) will receive a meeting reminder hand delivered or via registered mail, return receipt requested.

All information that is to be disseminated at the meeting should be given to the Project Coordinator two working days prior to the ICCT meeting. All information disseminated at the meeting will be collected at the end of the meeting and destroyed except for one copy for the family's KMA file unless the family consents to other arrangements. KMA files containing family information will be kept in a locked file cabinet in the KMA office. All members of the ICCT will sign the Statement of Confidentiality and no information shared in the ICCT will be shared outside the meeting.

An Individual Care Plan (ICP) will be developed at the ICCT meeting and will be signed by the Project Coordinator and the parent(s)/guardian(s). The ICP will be distributed to the ICCT members. The ICCT will determine the tentative review date for the ICP which will not exceed one year from the date of development. Youth and families can request a review of the ICP at any time.