

The Children's Advocacy Center of Delaware

Multidisciplinary Team (MDT)

Case Review Protocol

Scheduling a case for MDT Case Review:

The following criteria will be used to determine when a case will be scheduled for Case Review: all new cases are subject to review, any MDT members' request for further review of a case or the case has met the threshold case age.

❖ New Cases

The Case Review Coordinator (CRC) will review and schedule for Case Review **all new cases**, within 21 calendar days after the Forensic Interview has been conducted or canceled. The cases will be added to a predetermined Case Review Meeting that is at least 60 days after the Forensic Interview has been conducted or canceled; unless a MDT member requests an earlier Case Review date.

❖ MDT Requests

The CRC will schedule **any case for further review at the request of any MDT member**. The MDT member will be given future available Case Review Meeting dates to schedule the case for further review. If no specific Case Review Meeting date is selected by an MDT member, the CRC will schedule the case for review according to "Case Age", as noted below.

❖ Case Age

The CRC will automatically add cases to a Case Review Meeting Agenda if **the case has met a maximum case age** of 180 days. Cases meeting this criteria will be continually reviewed at every Case Review Meeting thereafter until closed by **all** MDT members.

MDT Case Review Document Preparation & Dissemination:

Each MDT agency has selected a representative to receive Case Review documents and provide updates at the Case Review Meeting. The CRC will email to each MDT representative, no less than 15 calendar days prior to the Case Review Meeting, the following documents:

- ❖ Case Review Summary Lists¹
- ❖ Agency Review Forms²
- ❖ Case Review Meeting Agendas³ to the following CAC Staff or MDT members:
 - CAC Center Coordinators
 - CAC Forensic Interviewers
 - CAC Program Director for Client Services
 - CAC Information Technology Resource Manager (for distribution to: CAC Executive Director, State & County Prosecutors)
 - Office of the Child Advocate (for distribution to: Child Abuse Investigation Coordinators)
(*Adult Protective Services (APS), will be excluded from receiving Case Review Meeting Agendas, as APS will only receive adult client case information*)

(Note: The above Case Review documents can be sorted alphabetically by client name, case age or case number in ascending or descending order. The MDT will decide in which order they want to receive cases. The CRC will prepare, disseminate and print the Case Review Summary Lists, Agency Review Forms and the Case Review Meeting Agendas in the same order.)

MDT Case Review Meeting:

The Children's Advocacy of Delaware will conduct one Case Review Meeting each month, in each county.

- ❖ The CRC will at each meeting, distribute the Multidisciplinary Team Case Review Confidentiality Agreement⁴ for signature by the MDT agency attendees.
- ❖ The CAC Center Coordinator will present each case listed on the Case Review Meeting Agenda. Each MDT member will then have an opportunity to present updates, new facts, ask questions, discuss concerns, and make suggestions. If an MDT member is not present for the Case Review Meeting but has provided the CRC with an update prior to the Case Review Meeting, the CRC will present that MDT member's update.

MDT Case Review Updates and Closures:

- ❖ The CRC will enter each MDT member's status, agency disposition and agency comments, if any, into the CAC Case Management System within 3 business days after the Case Review Meeting.
- ❖ Cases remaining open in the Case Review Process will be added to a future Case Review Meeting Agenda as requested by the MDT.
- ❖ Case **closed** at a Case Review Meeting by **all** MDT Members will be closed to the MDT Case Review Process.
- ❖ The CRC will prepare and email each MDT member a Closure Summary⁵ within 3 business days after the Case Review Meeting for each closed case.

Attachments:

1. Case Review Summary Lists
2. Agency Review Forms
3. Case Review Meeting Agendas
4. Multidisciplinary Team Confidentiality Agreement
5. Closure Summary



Case Review Summary DOJ - DAG - Kent

Attachment 1

July 01, 2016

The following is a list of your pending CAC cases that will be discussed at the next CAC Case Review meeting. Please indicate the status of each case by marking at least ONE box. If you select any 'Other' option, please be specific. Please add any other information in the 'Notes/Other Info' box. Thank you.

Client	Suspect	Case Assigned To	Case Age
1.)			
2.)			

Client: _____ **DOB:** _____ **Interview Date:** _____ **Held**
Suspect: _____ **DOB:** _____ **Case Age:** _____
MDT: _____
Allegation: _____

Disclosure:

Pending	Closed
<input type="checkbox"/> Rescheduling of CAC Interview <input type="checkbox"/> Further Police Investigation <input type="checkbox"/> Police Reports <input type="checkbox"/> Intake <input type="checkbox"/> AG Evaluation/Decision <input type="checkbox"/> Arrest Warrant(s) <input type="checkbox"/> Arrest(s) <input type="checkbox"/> Indictment/Information <input type="checkbox"/> Transfer to Another Court <input type="checkbox"/> Other (Specify) _____ _____	<input type="checkbox"/> Indictment/Information Date: ____/____/____ Charges & Number of Counts: _____ <input type="checkbox"/> Prosecution Declined (circle one): No cooperation from victim/family Insufficient Evidence Exceptionally cleared due to age Witness Interview <input type="checkbox"/> No Prosecution - No Crime <input type="checkbox"/> No Prosecution - No Disclosure <input type="checkbox"/> Charges Nolle Prosed <input type="checkbox"/> Plea Agreement <input type="checkbox"/> Counseling Agreement <input type="checkbox"/> No Jurisdiction <input type="checkbox"/> Other (Specify) _____
<p>Notes/Other Info:</p> <p>07/01/2016:</p>	



Case Review Schedule - New Castle

July 01, 2016

Total Case(s) for Review: 187

86.) Client:

Forensic Interview Date:

Medical Exam Date:

Mental Health Status:

Suspect:

Allegation:

Disclosure:

Last Case Review Date:

F.I. Conducted By:

Case Age (days):

Case Reviews:

Mental Health Closed Date:

Relationship to Client:

Agency/Assigned To:	Status	Agency Disposition	Agency Comments	Notes/Updates
CAC - FRA			07/01/2016:	
DFS			07/01/2016:	
DOJ - DAG			07/01/2016:	
Law Enforcement			07/01/2016:	



Case Review Closure Summary

June 10, 2016

Attachment 5

1.) **Client:**
CAC Closure Date:
Forensic Interview Date:
Medical Exam Date:
Mental Health Status:

Last Case Review Date:
Case Age: # of Reviews at Closure:
F.I. Conducted By:

Mental Health Closed Date:

Suspect:
Allegation:
Disclosure:

Relationship to Client:

Agency/Assigned To	Status	Agency Disposition	Agency Comments
CAC - FRA	Closed	06/10/2016:	06/10/2016:
DFS - Kent	Closed	06/10/2016:	06/10/2016:
DOJ - DAG	Closed	06/10/2016:	06/10/2016:
Law Enforcement	Closed	06/10/2016:	06/10/2016: