

**400 - 50****POLICY:**

All BIH Sites will follow MCAH-BIH policy and procedure guidelines to ensure program fidelity as it relates to Participant Case Conferences in the MCAH-BIH Program.

**PROGRAM STANDARD:**

All new BIH participants will receive an initial case conference within two weeks of program enrollment. All BIH participants will have a final case conference prior to case closure.

**PROCEDURE:**

Separate from regular participant contacts, case conferencing provides an opportunity for BIH staff to work together to develop a planned and coordinated approach to case management that enhances (and minimizes duplication of) services and resources. A *Case Conference* form will be completed when all participant cases are reviewed.

***Initial Participant Case Conference***

1. Each new participant will receive an initial case conference within two weeks of enrollment into the BIH Program. This is to ensure that all new participants are discussed with the BIH program team prior to beginning prenatal group session one.
2. All case conferences will be facilitated by the Mental Health Professional (MHP) and will be attended by key BIH site staff (FHA, Group Facilitators (GF) and Public Health Nurse (PHN)).
3. BIH staff will meet to jointly review the participants *About Me* form, referrals and Life Plan as well as discuss insights gained during the intake process. This first case conference should provide other members of the team with an overview of the individual participant, including information about the participant's:
  - Basic demographics
  - Practical, health-related and psychosocial needs and concerns,
  - Strengths and emotional/behavioral capacity to meet her own needs
  - Available resources for social, emotional and practical support
  - Short and long term goals, including challenges or barriers
  - Life Plan
4. Information about the initial case conference (participants, topics discussed, recommendations for action/follow-up) will be documented on the *Case Conference* form.

5. Results, recommendations and staff responsibilities will be summarized and distributed to attendees within two weeks following the case conference. Insights from the case conference should assist the group facilitators assess the participant's ability to participate in the group intervention and any possible issues that may interfere with participant retention.
6. For participants assessed as being at particularly high risk, additional follow-up by other professionals and/or referrals to other agencies may be appropriate.

***Subsequent Participant Case Conferences***

1. Case conferences should continue on an as-needed basis during the course of the participant's participation in the BIH Program to ensure that any emergent medical, mental health and social service issues (identified during the case management meetings and/or periodic reassessments) are addressed.
2. Subsequent case conferences provide an opportunity to discuss outstanding action items that require follow-up by BIH program staff. Follow-up case conferencing should include the MHP, FHA, GF's and PHN. Results and recommendations will be summarized on the *Case Conference* form and shared with key staff within two weeks.
3. Subsequent case conferences may be incorporated into regularly scheduled BIH staff program meetings, which should occur on at least a monthly basis.

***Final Participant Case Conference***

1. Within 60 days of completing the postpartum group series and the final case management/life planning meeting, all BIH participants will have a final case conference facilitated by the MHP, attended by the FHA, GF's and PHN.
2. During the final case conference, the Life Plan, status of all referrals, assessments and transition services will be discussed and finalized for all participants and documented on the Case Conference form.

**Forms to complete:**

Case Conference