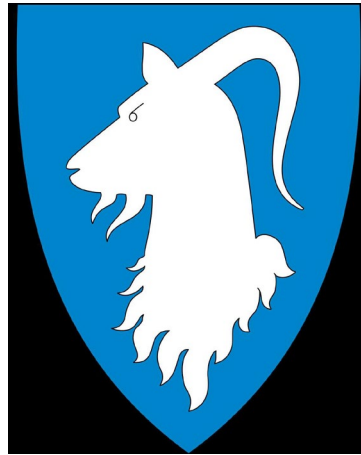


Response team
Children and adolescent multidisciplinary
team in Aurland Municipality



Prepared Spring 2021

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Purpose

The response team is part of Aurland municipality's early multidisciplinary efforts and following-up of children. The target group are children aged 0-18 years.

The response team is a multidisciplinary team made up of members from The Pedagogical psychological counselling services, the Child and adolescent psychiatry clinic, the child health clinic/school healthcare services, The Child Welfare Services, mental healthcare services, kindergarten, and school. The midwife joins the team when needed.

A psychiatric nurse is the coordinator of the response team.

The response team is a low-threshold service. An appointment is not needed in order to request support from the team.

The members of the team work according to different laws based on the institution they work in, and their profession. In addition, the team's work is specifically regulated by the Act relating to municipal health and care services, please see sections 1-1 and 3-6, The Norwegian Public Health Act and circular 1-4/2017 relating to low-threshold services.

The response team hold a meeting and process applications once a month. It may be summoned for an additional meeting if needed. All applications are assessed individually.

The applications to the response team may contain

- Different kinds of difficulties in the family that complicate the parenting role
- Serious concerns relating to the unborn child
- The need for a multidisciplinary assessment and follow-up measures
- The need for a good transition between the municipality and the specialist healthcare services
- The need for multidisciplinary guidance for the staff of the municipality relating to a specific case
- Applications for guidance for personnel groups are assessed in cooperation with the head of the service responsible for the area, and with the guardians' consent.
- Other difficulties

Follow-up measures

- Assessment and further appointment
- Various kinds of individual guidance
- Guidance relating to the parenting role
- Guidance for the staff of the municipality

If an application that is received, is not relevant for the response team to follow up on, the application may be sent to other relevant institutions.

Routines

Request for consent

The request for consent to discuss a case in the response team is filled out in a separate form: “Application to the response team”, which is available as a template on the homepage of the municipality.

Article 12 of The Convention on the Rights of the Child states that “All children shall be heard, and the views of the children shall be given due weight in accordance with the age and maturity of the children. Children shall be assured the right to express their views freely in matters affecting the children”

The person reporting the case shall ensure that the child is informed and that children over the age of 15 shall sign the consent form. The received forms are stamped, dated, and stored in the archival system of the unit that reports the case to the coordinator.

As much as possible of the application should be filled out by the user themselves. If someone else is helping to fill it out, this should be apparent in the form. The parents shall sign the application.

When the coordinator receives the application, the family is contacted in order to inform them that a meeting will be held and confirm the information presented in the application.

As far as it is possible, the meeting should be arranged in a way so that the guardians are able to attend it.

After discussing the application and having a conversation with the family to examine the situation, a decision is made as to which measures are the most suitable.

Meeting in the response team

A time is dedicated to holding a meeting each month.

Send a short email to the coordinator stating that there is a case to be discussed in the next meeting (please note: no personal information). New cases should be registered at least a week before the meeting. When a new case is reported to the response team, it is important that all the parties involved in the case are informed that the case will be discussed, so that they can prepare for the meeting and ensure that the existing information is included.

1. Reported cases: applications that have been received after the previous meeting are discussed, and it is decided who is going to carry out the examination of the case and/ or follow up on the case
2. Ongoing cases: a short summary of the previous case with the institutions involved at the beginning of the meeting to ensure that the case is followed up on
3. Information about closed cases and assessment of the need to inform our partners. This must be done in accordance with the letter of consent

4. Relevant news from the institutions

Examination

The person who assists the family with filling out the application shall carry out a conversation to examine the difficulties that the family is facing. The person carrying out the conversation shall cover the points below:

- The situation in the family, family members, social network
- Their own description of what they would like help with
- Strengths, things that work well
- The parents' mental health
- Drugs (for examination tools for drugs please see: www.snakkomrus.no)
- Abuse
- A description of the child (socially, temperament-wise, feelings)
- Which institutions are/have been involved/ the consent to cooperate?
- The kindergarten/school's description of the child
- Other circumstances in the family that it is important for us to know about

If the family is applying without the municipality staff's assistance, the team leader shall appoint the person who will carry out the examination. The examination has to be completed before the first meeting of the response team.

Consider notifying The Child Welfare Services if the case is related to neglect, mental health problems, drugs, or abuse.

It is practical if we can cooperate with, gather, discuss, and provide relevant and necessary information to other relevant institutions that are helping the family. For this, written consent must be acquired, please see a separate consent form.

The goals and measures in the follow-up work are written up in cooperation with the family.

Recording and documenting

Members of the team are informed by the team leader via phone which child is going to be discussed. A short and anonymous minutes document is created, that is saved on the Teams group of the response team. Only the members of the response team have access to this space. The conclusions of cases the response team has worked with are recorded in the child's journal at the child health clinic. The nurse is responsible for the minutes and recording in the child's journal.

Cases have to be reported one week before the meeting at the latest and be discussed in the following meeting.

The time period from the day the application is received, and the day the case is discussed in the response team shall be as short as possible.

Closing the case

When the case is closed, the response team will receive information from the relevant institutions about which measures have been tried out, and what effect those measures had.

Approved:

Place/ date:

Chief municipal executive:

Mayor:

Appendix 1

Procedure recording and documentation

The school or kindergarten that reports the case is to make a note in the child's folder.

The received application, the consent form, and the response team's assessment are documented after the meeting. This is recorded in the child's folder in Infodoc. The coordinator sends a response to the parents. A copy of the response shall be included in Infodoc.

The person who follows up on the case after it is assessed by the response team shall create a profile and continue recording further follow-up work.

The minutes of the meeting, without sensitive data are saved for the response team in a separate space. The nurse is responsible for the minutes and recording in the child's journal.

At the end of every year, a document shall be created, stating how many cases the response team has had over the course of the year, and what issues those have been related to.

The plan shall be reviewed at the end of the year.