

**EFFECTIVE**

June 1, 2013.

**Subjects**

1. Psychotropic medication and restraint.
2. Law Enforcement Information Network (LEIN) document disposal.
3. Family Team Meeting (FTM).
4. Supervisory review of eligibility forms.

**1) PSYCHOTROPIC MEDICATION AND RESTRAINT**

**FOM-722-2A, CORPORAL PUNISHMENT AND SECLUSION/ISOLATION.**

Policy updates for psychotropic medication and peer-on-peer restraint.

*Reason:* Dwayne B. v Snyder, et al. settlement agreement.

**2) LEIN DOCUMENT DISPOSAL**

**FOM 722-6A, Criminal Record Check - Law Enforcement Information Network (LEIN).**

LEIN documents must be cross-cut shredded or incinerated after review, verification of pertinent data, and incorporation of this verified information in narratives, safety plans, and/or petitions.

*Reason:* Updated for consistency with the LEIN Operations Manual.

**3) FAMILY TEAM MEETING (FTM)**

**FOM 722-6B, Family Team Meeting.**

**FOM 722-15, Case Closing.**

**FOM 722-16, Young Adult Voluntary Foster Care (YAVFC).**

FOM 722-6B, Family Team Meeting, is a new item detailing the FTM types and time-frames policy.

Annual Transition Meeting and 90-Day Discharge Meeting was removed from FOM 722-15, Case Closing, as it is now included in FOM 722-6B, FTM.

Terminology was updated in FOM 722-16, Young Adult Voluntary Foster Care (YAVFC), to include FTMs.

*Reason:* Dwayne B. v Snyder, et al. settlement agreement.

*Communication Plan:* Family Team Meeting Protocol.

#### **4) SUPERVISORY REVIEW OF ELIGIBILITY FORMS**

##### **FOM 722-16, Young Adult Voluntary Foster Care.**

Ongoing verification of eligibility is required at least quarterly, to coincide with the case service plan due date. The appropriate eligibility forms must accompany the updated case service plan. The supervisor must review the forms and verify the youth's eligibility.

*Reason:* Foster Care Program Office recommendation.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**FOM 722-6B**

**Changed Items (content changes) ...**

**FOM 722-2A**

**FOM 722-6A**

**FOM 722-15**

**FOM 722-16**