

**County of Orange Social Services Agency
Family Self-Sufficiency**

Program/Area: CalWORKs/WTW

Title: Multi-Disciplinary Team

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Approved:

PURPOSE

The purpose of this policy is to provide information and guidance for conducting a Multi-Disciplinary Team (MDT) meeting.

DEFINITIONS

The [MDT Facilitator](#) will be a Social Services Supervisor I (SSSI), or other designated person, in the regional office, whose primary focus is to maintain a neutral perspective, develop consensus, and lead the MDT in a strength-based discussion of the client's strengths.

The [MDT Coordinator](#) will be a SSSI, or other designated person, in the regional office, who will oversee the scheduling of MDT meetings and the Facilitators.

The [MDT Case Presentation](#) form displays relevant and appropriate case information needed to address barriers to employment and family needs.

[The presentation form is **NOT** shared with the client.]

The [MDT Action Plan](#) records the outcome of the MDT meeting and documents the client's strengths, needs, goals, and services and activities, that will result in successful participation in Welfare-to-Work (WTW) and ultimately, lead to self-sufficiency.

The **Case Worker** is responsible for convening the MDT meeting and may be any of the following roles:

- Intake Employment and Eligibility Specialist (IEES)
- Continuing Employment and Eligibility Specialist (CEES)
- CalWORKs Eligibility Technician (CWET)
- Case Manager (CM)

**MULTI-
DISCIPLINARY
TEAM**

The MDT meeting will consist of individuals from diverse backgrounds who meet to engage in a strength-based discussion of the client's situation. County and/or contracted staff will initiate, attend, and contribute in the MDT meeting to address client participation, cooperation, and barriers to employment. In addition, MDT meetings provide an appropriate setting to identify and

address family and child needs. The MDT will review case and family elements to optimize the client's WTW activities, or develop other appropriate service plans for CalWORKs individuals and families.

The MDT will:

- Review all available information
- Engage in a strength-based discussion focused on the client's success
- Determine the most appropriate WTW service or activity for the client
- Make recommendations and assist in developing a [MDT Action Plan](#)

WHEN TO CALL A MDT MEETING

A MDT meeting may be convened whenever a Case Worker determines the client would benefit from a coordinated review of his/her case and situation.

Examples of when to convene a MDT meeting may include, but are not limited to:

- Client is in noncompliance or sanction status
- Client is struggling with his/her assigned WTW activity
- Sanctioned client is re-engaged into the WTW program
- Client is experiencing health issues
- Timed-out client is requesting domestic abuse services
- Based on a supervisor's recommendation
- At the request of Behavioral Health Services (BHS), Public Health Nurse (PHN), or other service partners
- Client is participating in the Family Stabilization Program (Refer to [Policy 407](#) for more information)
- Evaluation for Extraordinary Circumstances services (Refer to [Policy 405](#) for more information)

GUIDELINES

The MDT meeting may consist of, but are not limited to, the following individuals:

- Case Worker (i.e. IEES, CEES, CWET, CM)
 - [Facilitator](#), determined by regional office
 - BHS staff
 - PHN
 - WTW activity providers who could contribute to, or benefit from, the discussion
 - Children and Family Services (CFS) Senior Social Worker (SSW), if there is an active CFS case
 - Domestic Abuse Services staff (DASU SSW)
 - Family Resource Center staff
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- Any other individual whose relevant expertise would benefit the MDT

Note: When there is an active BHS case, the actual therapist will be invited to attend the MDT. If there is no BHS case, the Regional Coordinator, or designee, will be invited to attend.

Considerable flexibility is encouraged to capitalize on the strengths of team members. Refer to the [MDT Meeting Guidelines](#) for additional information.

It is highly recommended that MDT meetings be held on **specific weekdays** in each regional office to facilitate scheduling. MDT meeting arrangements will be completed by the regional [MDT Coordinator](#).

CASE WORKER RESPONSIBILITIES

The Case Worker is responsible for:

- Determining the composition of the MDT
- Ensuring each MDT member is invited
- Preparing the [MDT Case Presentation Form](#) prior to the MDT meeting and having copies available for each member on the day of the meeting
- Providing any other relevant, and appropriate, case information (*e.g. barriers, assessments, strengths, skills, etc.*)
- Preparing the [MDT Action Plan](#) and providing copies to the team and the client at the conclusion of the MDT meeting

CLIENT ATTENDANCE

The client may attend the MDT meeting at the discretion of the **Case Worker** and should be encouraged to attend if his/her cooperation, or input, is essential to his/her success.

Client participation in the MDT meeting must be carefully planned. The MDT members will meet to discuss the specific issues and information that will be reviewed with the client **before** the client is brought into the meeting room. After this pre-meeting, the team will welcome the client to the MDT meeting and engage in a strength-based discussion of the client's situation. The MDT members will debrief after the client leaves the meeting.

Note: The client's attendance at the MDT meeting is voluntary. If the client does not attend, the MDT meeting may still take place.

MDT ACTION PLAN

A plan of action will be developed during the MDT meeting and documented on the [MDT Action Plan](#). The plan will focus on the client's strengths and priority needs that promote successful

participation in WTW activities, and ultimately lead to self-sufficiency.

The Case Worker who initiated the MDT meeting will complete the [MDT Action Plan](#) during the meeting and provide copies to the attendees, including the client, at the end of the meeting. The client will be encouraged to complete his/her action items outlined in the plan, as appropriate.

A new WTW plan may be developed by the CM to accommodate the recommendations of the MDT.

**RECONVENING
THE MDT**

The MDT should reconvene if the client:

- Is unable to participate successfully in a WTW activity
- Is unable to obtain or retain employment, or
- Continues to experience challenges to self-sufficiency

REFERENCES

1. [Policy 405 – Extraordinary Client Circumstances](#)
2. [Policy 407 – Family Stabilization Program](#)

ATTACHMENTS

1. [MDT Action Plan - F063-41-181](#)
2. [MDT Case Presentation Form - F063-41-180](#)
3. [MDT Coordinator](#)
4. [MDT Facilitator](#)
5. [MDT Meeting Guidelines](#)