

MAYSI-2 Administration & Referral Protocol Template Worksheets

APPENDIX A: WORKSHEET TO IDENTIFY PARTNERS

Instructions: Use this worksheet to help you identify organizations/people that should be involved in the development of your site's MAYSI-2 Referral Protocols. The development of the MAYSI-2 referral protocols is best done through a collaborative process that includes:

Stakeholder Groups	Name/Organization/Agency
Administrators/Directors of each site implementing the MAYSI-2 in your jurisdiction	
Representatives from the mental health system	
Others?	

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A juvenile justice system that decides to implement the MAYSI-2 should also engage all stakeholders who are in contact or providing services for youth in the juvenile justice system in developing the “Mission/Purpose” statement for implementing the MAYSI-2. Depending on the jurisdiction, these groups may include some combination of the following:

Participate (Y/N)	Stakeholder Groups	Name/Organization/Agency
	Juvenile Probation	
	Children & Youth	
	Behavioral Health Administrative Offices	
	Behavioral Health Providers Managed Care Organization	
	District Attorney	
	Public Defender	
	Victim Advocate	
	Education system	
	Family Advocates	

APPENDIX B: WORKSHEET TO COLLECT PLANNING INFORMATION

Instructions: Use this worksheet to help you organize information that will be useful for developing your site's MAYSI-2 Referral Protocols.

1. List/identify: Federal regulations, state statutes/case law, and departmental rules for information sharing of health records and juvenile records. Likely your departmental rules will take into account federal regulations and state law; however, you should be sure this is the case before relying solely on your jurisdiction's procedures.

Law/Rules	Title/Statute#/Regulation#
Federal Regulations	
State Statutes/Case Law	
Jurisdictional Rules	
Site/Agency Rules	

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2. Which juvenile justice sites within your jurisdiction are administering the MAYSI-2? When do they administer it (e.g., within the first hour of contact with the youth)?

Sites using the MAYSI-2	When administered?

3. Information about your jurisdiction's public mental health services, including the services provided and populations served. This will help you determine the conditions under which your site would refer a juvenile for further evaluation.

Name of Public MH Agencies	Services Provided to Youth

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4. The name and location of the nearest hospital or other treatment facility that will accept an immediate transport of a youth deemed to be at risk of harming him/herself.

Name of Emergency Services	Location

5. Information about other community services **relevant to the MAYSI-2 screen**, such as alcohol and substance abuse programs.

Name of Community Service/Agency	Services Provided to Youth

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6. List of all screening instruments your site will be using in addition to the MAYSI-2.

Name of Screening Instrument	Purpose

APPENDIX C: WORKSHEET OF OTHER METHODS USED TO IDENTIFY MENTAL AND BEHAVIORAL HEALTH ISSUES

MAYSI-2 Scale	Other Methods for Capturing Scale Issues?	Implemented before or after the MAYSI-2?
Alcohol/Drug Use		
Angry-Irritable		
Depressed-Anxious		
Somatic Complaints		
Suicide Ideation		

APPENDIX D: OTHER APPENDICES FOR THE PROTOCOL

Your site may have additional materials that are useful to reference in your site's MAYSI-2 Protocol. For example, if your site has any of the following documents, these would be good to have in your Protocol Appendices:

1. **MOU with other judicial sites** in your county and/or mental health providers.
 - a. Partnerships, whether these are with other juvenile justice sites in your county with whom you'll share information or the mental health system that will provide services to some of your youth, should enter into a formal Memorandum of Understanding (MOU) with your site.
 - i. Guidance and an example of a MOU can be found in Rosado, L.M. & Shah, R.S. (2007). *Protecting youth from self-incrimination when undergoing screening, assessment and treatment within the juvenile justice system*. Philadelphia, PA: Juvenile Law Center. <http://jlc.org/File/publications/protectingyouth.pdf>.
2. **Release of Information** form
 - a. Many sites already have a form used with youths and/or family members to gain their consent to release information. If your site will use a Release of Information for sharing MAYSI-2 results, this form should be included in the site's MAYSI-2 Protocols.
3. **List of your area's mental health and community services** relevant to the response protocol.
 - a. Many sites have a group of service providers/organizations to which they refer youths and families. Because the MAYSI-2 Referral Protocol's purpose is to identify which youths are in need of services, a site should include a list of the services available in their Protocols. It is important that this list is kept up-to-date so it should be reviewed annually.