

BIT/CARE TEAM DEVELOPMENT CHECKLIST



TEAM DEFINITION

Define the team regarding mission, scope, membership, meeting frequency, leadership, recordkeeping, budget, and name.



REPORTING PROCESS

Create a reporting process that is built upon an advertising/marketing of the team to encourage concerns be shared.



POLICIES AND PROCEDURES

Develop and implement a policy and procedure manual and/or guidelines for the team's operation with a specific focus on procedures for harm to self (suicide) and harm to others (threat).



FOCUS ON PREVENTION

Ensure the team has a focus on prevention and early identification rather than a focus on only threat response.



ASSESSMENT OPTIONS

Ensure the team understands the difference between a psychological assessment and/or commitment and a violence risk and/or threat assessment, such as DarkFox (darkfoxthreat.com).



MITIGATE BIAS

Ensure bias mitigation using an objective, widely encompassing, and consistently followed risk rubric or expert system process, such as Pathways (pathwaystriage.com).



CULTURALLY COMPETENT INTERVENTIONS

Consistently connect the rubric assessments to culturally competent interventions matched in level of concern with the rubric assessments (e.g., ensuring high risks have high intensity interventions).



TRAINING SCHEDULE

Develop and implement a training schedule to ensure team functioning remains at peak efficiency and to address any legal concerns.



SUPERVISION AND GUIDANCE

Ensure that team members receive appropriate supervision and guidance from team leadership so that they feel comfortable and prepared in their roles.



CONTINUOUS AUDIT PROCESS

Develop and implement a continuous audit process for the team and the creation of yearly team reports.