

Problematic Sexual Behavior in Children and Youth — Multidisciplinary Team Checklist

Family Advocacy Program staff can receive a report of problematic sexual behavior in children and youth from a child and youth servicing agency, community member, law enforcement or other source. This checklist can be used as a guide in the initial 72 hours following a report, during which time a multidisciplinary team is required to meet.

Checklist

☐ **Collect all necessary information regarding the PSB-CY incident.**

You will need to collect demographic information for the children and their parents, as well as contact information for your referral source, so you can follow-up with them to get more context or information, if necessary.

☐ **Complete the Non-Clinical Referral Tool.**

Ensure that you have finished your NCRT training prior to completing the tool assessment. The online learning module and information about live training can be found at <https://psbreferraltool.militaryfamilies.psu.edu/>. In cases of cautionary behavior, the FAP manager may decide to convene the MDT after conferring with the referral source to gather additional information or coordinate an intervention plan.

☐ **Address any immediate safety and supervision needs or strategies with the referral source.**

Ask the reporting agency/program what steps they are taking to ensure the children involved are safe. Be prepared to offer suggestions and guidance, if requested or needed. See trainings on safety and supervision at:

- <https://oneop.org/psb-cy-course-4/>
- <https://nctsnacademy.org/>

☐ **Document all information in the PSB-CY Information System.**

Reach out to your PSB headquarters point of contact for guidance on gaining access to the PSB-CY Information System. The [PSB-CY Providers Toolkit](#) has information on packet submission. You can check here to see if you have access: <https://psbcy.militaryonesource.mil/>.

☐ **Determine NCRT behavior: Normative, cautionary or problematic.**

In cases of cautionary behavior, the FAP manager may decide to convene the MDT after conferring with the referral source to gather additional information or coordinate an intervention plan.

- **Follow the PSB process map and notify MDT core members within 24 hours.**
 - Alert MDT core members that an incident of PSB has occurred. Core members are military criminal investigative organizations (every time); and child development program/youth program and/or Department of Defense Education Activity schools if the PSB occurred in those settings. This notification should include discussion of immediate next steps and plans to interact with the children and youth and families until the required MDT meeting.
 - Establish who is reaching out to parents and coordinate what will be said.
 - Clarify if there is any missing or needed information to help core members prepare for the MDT meeting.
 - Share concerns about high-risk situations such as when multiple children are impacted, the media is involved or when there is a risk of children being seriously harmed.
 - Communicate this information to your MDT core members.
- **Assemble the MDT within 72 hours of FAP receiving the report.**
 - Bring relevant information.
 - Review the MDT Quick Guide located in the [PSB-CY toolkit](#) to become familiar with policy requirements, if needed.