Community Policy & Management Team

AGENDA FOR MAY 8TH, 2024 MEETING

To be held at **3:30 p.m. @ Warren Green Building**

10 Hotel St. Warrenton, VA 20186

Wednesday, May 8th, 1:30pm to 3:00pm

- ☐ **CPMT Call to Order, Tom Pavelko, CPMT Chair**
  - Review of Agenda
  - Adoption of the May 2024 Agenda
  - Approval of March 2024 Minutes (Attached)
- ☐ **Member Reports**
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- ☐ **CSA Reports**
  - Foster Care Placement Report
  - Private Day Placement Report
  - Expenditure Report
  - Case Load Report
- ☐ **OCS Updates, Michael Mahoney CSA Coordinator**
  - CSA FY23 Outcomes Report
  - CSA Time to Service Report
  - OCS Memorandum #24-01
  - OCS Memorandum #24-02
- ☐ **Planning Updates**
  - CPMT Policy Revisions – Appendix A, FAPT P&P
- ☐ **Adjourn**

PROPOSED REVISIONS FOR POLICY REVIEW – MAY 2024

Appendix A
FAPT Policies and Procedures

I. Mission Statement

The Family Assessment and Planning Team (FAPT) assists families in the development of service plans that are child-centered, family-focused and community-based, that considers the strengths and needs of troubled and at-risk youth.

II. FAPT Referral Process

A. Referral to the FAPT may be made in writing by judges, attorneys, community agencies and family members or guardians. Any agency that receives a request for a self-referral shall notify CSA staff.

B. Referrals from other Community Policy and Management Teams

The former (transferring) CPMT jurisdiction is responsible for:

1. Providing written notification to the new CPMT jurisdiction of the fact that the child/family residence has changed
2. Forward the child/family Individual Family Service Plan and other FAPT documents to the new CPMT jurisdiction
3. Inform service providers of changes in the child/family residence

The former (transferring) CPMT jurisdiction pays for services until 30 calendar days after the new CPMT receives written notification of the child/family residence in the new CPMT locality.

In cases where the former (transferring) CPMT jurisdiction provides notification of transfer for a youth receiving special education private day services, The Fauquier County CPMT will assume responsibility for the provision of services provided through the pool funds to the child/family immediately upon receipt of transfer notification.

The Fauquier County CPMT shall require specific information in writing from the previous CPMT. Collection of the following information shall be the responsibility of the CSA staff:

1. Name of child and family members
2. Current and if different, their address in Fauquier County jurisdiction and current phone number
3. The planned and/or actual date of change of legal residence
4. A current service plan with related supportive information and documents

The Fauquier CPMT will assume responsibility for the provision of services provided through the pool funds to the child/family on the thirtieth day following the receipt of notification by the previous (transferring) locality's CPMT except in cases where the child is receiving special education private day services. The services provided will be based on the valid IFSP from the previous jurisdiction until an IFSP developed by Fauquier County has been implemented.

C. Assignment of Agency Representative

In self-referral and transfer cases or in situations where there is no identified lead agency, the FAPT chair will determine the case managing agency for the initial FAPT meeting.

D. Referrals to Other Localities

1. Any agency that becomes aware of a Fauquier family who is receiving services through the state pool funds who is changing its legal residence shall immediately notify CSA staff. CSA staff will transfer the case by notifying the receiving locality's CPMT chair and CSA Coordinator by faxed/encrypted email notification of transfer letter, most recent IFSP, and provider's progress notes.

2. The Fauquier Agency Representative shall coordinate services in the receiving jurisdiction until thirty days after the CPMT in the new locality receives notification of the change of legal residence so that the Fauquier CPMT fulfills its responsibility for the provision of services to the child and family.

    a. In cases where the transferred case is receiving special education private day services the Fauquier Agency Representative shall immediately notify the new school jurisdiction and is not responsible for coordinating services in the new jurisdiction.

III. FAPT Membership

The members of the Community Policy and Management Team (CPMT) will appoint FAPT members. "Persons who serve on the team shall be immune from any civil liability for decisions made about the appropriate services for a family or the proper placement or treatment of a child who comes before the team, unless it is proven that such person acted with malicious intent." (VA Code § 2.2-5207).

Persons serving on the FAPT who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in Sec. 2.2-3101 of the State and Local Governmental Conflict of Interests Act, or a fiduciary interest.

All members serving on a FAPT will demonstrate the following characteristics:

- Commitment to the philosophy of the CSA
- Respect for the beliefs and traditions of individuals coming from a wide variety of cultural, religious, and ethnic heritages
- Experience in coordination and provision of services across agencies
- Knowledge about services offered within their agencies and authority from their agencies to access those services
- Willingness to participate in training and skill development programs as required
- Flexibility in their work schedule in order to accommodate needs of families
- Willingness to maintain the ethics of confidentiality.

A. The Family Assessment and Planning Team will include representatives from the following agencies:

1. Rappahannock-Rapidan Community Services Board
2. Fauquier County Juvenile Court Service Unit
3. Fauquier County Department of Social Services
4. Fauquier County Public Schools
5. Parent Representative who is a Fauquier County Resident
6. Other representatives. Private providers, community leaders, family advocates, or other representatives serving or living in Fauquier County may be appointed to the FAPT at the discretion of the CPMT

B. Private Providers Representatives and Parent Representatives may serve on FAPT for three years with the opportunity to be reappointed at the end of their term. No representative may serve more than two consecutive terms.

C. The parent representatives provide a unique perspective of a parent who has negotiated the system or is willing to assist others in the process, maintaining sensitivity to parents and family members during the FAPT meeting. Parent representatives are not County employees, but volunteers appointed by the CPMT and must sign a confidentiality statement prior to serving with a FAPT. Parent representatives are selected because they demonstrate the ability to listen objectively, communicate clearly, respect the traditions of individuals from diverse cultural, religious, and ethnic backgrounds, and they must respect confidentiality. FAPT parent representatives appointed to the Fauquier FAPT must be a resident of Fauquier County.

D. Decision making by the FAPT will be by majority vote. Abstentions and dissenting votes will be noted in the record. The CSA Specialist is appointed by the CPMT to serve as FAPT Chair. The role of FAPT Chair includes facilitation of FAPT meetings, representing FAPT at CPMT meetings, ensuring the policies and procedures approved by CPMT are followed, to serve as the official signature on CSA documents for FAPT, and serving on subcommittees at the request of CPMT. The role of Vice-Chair shall rotate every six months between referring agency team members in the following order and will serve in the absence of the Chair:

1. Department of Social Services
2. Community Services Board
3. Juvenile Court Service Unit
4. Fauquier County Public Schools

E. FAPT members are expected to comply with the Board of Supervisors attendance policy. Three agency representatives plus the chair are required to obtain a quorum for a regularly scheduled FAPT meeting. Two agency representatives plus the chair are required for a quorum at an emergency or unscheduled meeting. When necessary, a quorum may be reached through telephone conferencing or electronic vote. When an agency representative is unable to attend a regularly scheduled FAPT meeting, a substitute agency representative will be designated to attend the meeting. In instances where it is difficult for a representative to attend regularly, the position may be shared by two individuals who alternate attendance at meetings.

IV. Rules and Conduct of FAPT Meetings

A. FAPT meetings are regularly scheduled for the first, third, and fourth Tuesday of each month and may be conducted in-person or by electronic means. Additional meetings may be scheduled as needed by contacting CSA staff. All relevant county and state policies will be followed at FAPT meetings.

B. In the case of inclement weather, the FAPT meeting will be cancelled when the Fauquier County Schools have closed. When Fauquier County Schools have a two hour delay, FAPT will begin at 10:00. Agency representatives are responsible for contacting families scheduled for FAPT to notify them about meeting cancellations or delays. The FAPT inclement weather policy is also stated on the parental notification letter mailed to parents in advance of the meeting. In the event of a full Fauquier County closure, all FAPT meetings scheduled for that day will be cancelled and rescheduled at the earliest opportunity. CSA staff will notify providers when FAPT meetings are cancelled.

C. FAPT members will refrain from the following: use of cell phone and food consumption during case presentations.

V. Agency Representative Responsibilities

- Agency Representatives will be employees of the respective agencies who comprise the FAPT. Private providers, parent representatives, and other community representatives may not serve as primary case worker for a child.

- Agency Representatives are responsible for ensuring completion of required IFSP forms by Thursday noon prior to each FAPT meeting. Service funding requests should be divided by fiscal year.

- Agency Representatives are responsible for informing families that each child serving agency has its own appeal process. The agency-specific appeal processes are available and appropriate routes to take for any conflict resolution with those agencies. Use of the CSA appeal process in no way negates the use of the separate appeal process of another agency.

- Agency Representatives will be responsible for complying with the utilization management policy approved by CPMT.

- Attend scheduled orientation and training sessions.

- Request an alternate team member from their agencies at FAPT meetings, when unable to attend a regularly scheduled FAPT meeting.

- Consult with and assist the case manager from the agency represented in implementing the IFSP.

- Relinquish their duties to alternate team members should a conflict of interest arise.

- Sign the Fauquier County CSA FAPT Confidentiality Statement and CPMT Code of Ethics.

- Review referrals to the team by assessing the strengths and needs of youth and families.

- Identify and determine the complement of services required to meet these unique needs.

- Address, to the extent that information is available, if the recommendation is for residential placement, transitional planning and resources by type and projected length.

- Recommend expenditures from the local allocation of the CSA state pool of funds and approve the type and projected length of service on the IFSP.

- Encourage family participation in all aspects of assessment, planning and implementation of services.

- Review and determine that less restrictive alternatives have been assessed and ruled out prior to approving the decision for a residential placement to be funded by CSA pool funds or adoption subsidy funds for children and youth who receive adoption assistance (subsidy) payments who are referred for residential placement.

- Assist in the development or revision of the IFSP for youth and families reviewed by the team in order to provide for appropriate and cost-effective services.

- Review written case materials and either approve as initially requested or recommend modification to the IFSP.

- Recommend referrals for the youth and family to community agencies and resources in accordance with the IFSP and, if requested, assist the case manager in accessing services.

- Designate the time frame and the specific type of FAPT reassessment for the recommended services.

- Provide regular monitoring and utilization review of the services and placements in the IFSP to determine whether they continue to provide the most appropriate and effective services for the child and his/her family, except services included in the IEP.

VI. FAPT Chair Responsibilities

- Ensuring compliance with CSA regulations and local policies and procedures.
- Conducting team meetings in an efficient manner, consistent with the operational procedures, ensuring that all scheduled agenda items are addressed.
- Serving as the FAPT liaison to the CPMT as needed and attending other meetings when necessary.
- Ensuring that information is shared with FAPT members.
- Outlining the meeting process to the participants.
- Allowing for introduction of parent(s), other representatives and others present.
- Explaining the purpose of the attendance of observers and/or other consultants to the family, if present.
- Ensuring that all persons present at the meeting sign a confidentiality statement and explaining the importance of keeping information disclosed in the FAPT meeting confidential
- Allotting sufficient time for presentation, review and discussion
- Facilitate an overview of the case presentation by parent(s) and case manager, to include actions already taken, history/needs/dynamics of family and youth, areas of concern that need to be resolved and recommendations.
- Re-capping, at the close of the case discussion, the FAPT Authorization for clarification of goals and responsibilities.
- Ensuring that the parent(s) foster parents or legal guardian(s), when present, have an opportunity to ask questions and to participate in the discussion.
- Taking a vote of the members
- Reviewing and signing the FAPT Authorization approving services for type and length of services, ensuring that all appropriate parties also sign the form.
- Scheduling a case reassessment date in consultation with the Case Manager and parent(s) if present at the meeting.

VII. Access to CSA Pool Funds

Expenditure of state pool funds is predicated on FAPT review of the youth and his/her service plan prior to start of services.

A. CSA Pool funds are the funding source of last resort. These funds shall not be used to supplant existing funding. All other funding sources shall be exhausted first. FAPT brings to all its deliberations that all available public and community resources have been utilized.

B. In the event a group home or residential facility has its licensure status lowered to provisional as a result of multiple health, safety or human rights violations, all children placed by CSA in the facility must be assessed to determine whether it is in the best interests of each child to be removed from the facility and placed in a fully licensed facility. Additional placements are prohibited until full licensure status has been restored.

C. Prior to placing a child outside Fauquier County the FAPT must explore all appropriate community services for the child, document that no appropriate placement is available in the locality, and report the rationale for the placement to the CPMT. In the case of IEP required private special education placements these activities are accomplished and documented by the IEP Team.

D. The FAPT may approve service plans, however the expenditure of pool funds is subject to final CPMT approval. Purchased services must be consistent with the mission of the Children's Service Act and the policies of the referring agency.

E. FAPT procedures and recommendations cannot supersede state or federal statutes. Federal and state requirements prohibit any entity from changing the services or placement specified on the IEP for private special education placements. The FAPT and CPMT are likewise prohibited from changing the IEP, including services and placement specified. IEP private day and residential placements are not subject to FAPT review or authorization. An IEP placement form will be completed by the school case manager for impending IEP private day or residential placements. This form will serve as the CPMT authorization for funding and must be forwarded to CSA staff immediately upon placement of the child in the facility.

F. Appropriate vendor standards must be utilized.

G. Purchases must be made according to written plans for both service outcomes and payment procedures.

H. Agencies authorizing services under an adopted plan which exceed those authorized by the FAPT and CPMT shall be responsible for those expenditures.

I. Children in foster care requiring funding for basic maintenance, clothing, daycare, incidentals, and respite only shall be exempt from the FAPT process. A Funding Request Form completed by the child's social worker will serve as notification to CSA of the date of placement and the necessity to begin funding.

J. Annually the CPMT authorizes:

1. $150 for incidental expenditures for children age 8 and under, ~~to purchase car seats,~~ emergency supplies, and miscellaneous costs related to care for children not covered by maintenance payments.
2. $75 for incidental expenditures for children age 9 and over to cover miscellaneous costs related to care for children not covered by maintenance payments
3. ~~Maximum of $300 clothing allowance for each child in foster care whose clothing is not provided by another funding stream.~~ Clothing allowance is permitted for children in foster care who do not receive an income (SSI, SSA, or child support) and also do not qualify for Title IV-E. The clothing allowance rates are outlined in section 18.1.3 of the Foster Care Guidance Manual.
4. Administrative modifications are authorized by the CPMT to an approved service plan at a maximum of $5,000 per request. Modifications are processed weekly and authorized via Expedited FAPT (electronic vote) requests must be approved prior to service delivery. Family participation in all aspects of assessment, planning and implementation of services is required.
    - The purpose of the modification may be, but is not limited to the following:
        a. Change in rates
        b. Vendor change
        c. Add or terminate a service
        d. Temporarily increase of services to address crisis
        e. Modify proportion of service array
        f. Modify service dates to allow for utilization of approved units
5. CPMT authorizes up to $2,000 per funding request for low-level services that are court ordered or necessary for the safety and well-being of children in foster care or in prevention of foster care cases. These requests are processed weekly and authorized via Expedited FAPT (electronic vote). Family participation in all aspects of assessment, planning and implementation of services is required.
    - Examples are as follows:
        a. Drug screening
        b. Camps

c. Interpreter
d. Anger Management Classes
e. Parenting classes
f. Court testimony
g. Short-term medical insurance (out of state travel)
h. Family foster care special needs payment

K. Emergency access to Pool Funds

1. Those agencies which normally are required to provide housing, respite, or shelter care with less than 48 hours' notice may access pool funds for those services. When a child meets agency eligibility criteria for housing services which are needed on an emergency basis (within 48 hours) the director of the Fauquier County Department of Social Services and Fauquier Juvenile Court Service Unit may authorize the expenditure of a maximum of $1,000 per child within a 14 day period. The child's case must be reviewed and voted on by the FAPT within 14 days of placement, per Code requirements.

2. If the service required by a mandated child exceed the emergency housing provision in type, duration of service, or cost the service plan can be approved outside the normal FAPT meeting cycle. The worker, acting with the approval of his or her supervisor, must notify the CSA Specialist to request an emergency FAPT meeting for the review of the proposed IFSP. Emergency FAPT's are designated as such due the urgency of the child's housing situation. Emergency FAPT meetings require the Chair, plus two other FAPT members for quorum. Emergency FAPTs may be conducted in person or by electronic means. Family participation in all aspects of assessment, planning and implementation of services is required.

3. A request for FAPT review outside the normal meeting cycle (commonly referred to as an unscheduled FAPT) may be made to the CSA staff. Unscheduled FAPTs are defined as cases that need immediate attention and cannot wait until the next regularly scheduled FAPT meeting. Unscheduled FAPTs require the same quorum as regular FAPT meetings, the FAPT Chair plus three other members. Unscheduled FAPTs may be conducted in person or by electronic means. Family participation in all aspects of assessment, planning and implementation of services is required.

L. Utilization of Funds for Services to Non-Mandated Children

1. Non-mandated funds may be utilized for any CSA eligible purpose as determined and designated by the CPMT. Designation of non-mandated funding will be reviewed and approved by CPMT on an annual basis.

2. FAPT may approve service plans for the expenditure of non-mandated funds in accordance with CPMT policies and procedures.

3. Non-mandated cases will be reviewed quarterly by FAPT. The review may be conducted in person or by electronic means.

M. Restrictions on Use of Pool Funds

The state pool funds shall be used exclusively for the direct purchase of services for children and their families deemed eligible for such services by the FAPT. Pool funds shall not be used for the provision of administrative services, or the provision of coordination or support staff. Pool funds shall also not be used to supplant existing programs supported in any way by federal or state funds.

In the event that any group home or other residential facility in which CSA children reside has its licensure status lowered to a provisional as a result of multiple health and safety

or human rights violations, all children placed through CSA in such a facility shall be assessed as to whether it is in the best interests of each child placed to be removed from the facility and placed in a fully licensed facility, and no additional CSA placements shall be made in the provisionally licensed facility until and unless the violations and deficiencies relating to health and safety or human rights that caused the designation as provisional shall be completely remedied and full licensure status restored. (COV § 2.2-5211.1)

Prior to the placement of a child across jurisdictional lines, the family assessment and planning teams shall (i) explore all appropriate community services for the child, (ii) document that no appropriate placement is available in the locality, and (iii) report the rationale for the placement decision to the community policy and management team. The community policy and management team shall report annually to the Office of Comprehensive Services on the gaps in the services needed to keep children in the local community and any barriers to the development of those services. (COV § 2.2-5211.1)

VIII. FAPT Case Management

A. Understanding that CSA funds are funds of last resort, the case manager first considers other resources such as private insurance and Medicaid for accessing services.

B. Case managers will conduct a service planning meeting with the family prior to scheduling a FAPT meeting.

C. The case manager informs parents that the anticipated involvement in FAPT is that the parent will attend all FAPT meetings unless prevented by hardships such as jeopardizing employment, daycare, or transportation. When unable to attend in person, parents should be encouraged to participate in the meeting by phone. If parents are unable to participate in the FAPT meeting in person or via phone and desires the team to consider the funding request, parents must provide a signature authorizing FAPT to proceed with the case in their absence. FAPT approved service plans will not be implemented without the consenting signature of the custodial parent.

D. FAPT may determine on a case by case basis to reschedule the case to a time when the parent is able to attend. Considerations influencing that determination are: parent's prior meeting participation record, needs of the child, compliance with service plan and copay requirements.

E. FAPT Scheduling Process

The referring agency case manager is responsible to complete the following:

1. Complete consent form (including SSN and DOB) and obtain parent signature
2. Obtain address/phone number/email of parent(s)
3. Complete CANS
4. Contact CSA staff to open case and schedule date on FAPT agenda
5. Complete IFSP by Thursday at noon prior to the FAPT date.
6. The case manager is responsible for informing parents/guardians of their rights. Initial cases will receive a "Welcome to FAPT" packet from the referring agency staff. Packets are available in printed form from CSA staff or on the CSA resource web page.
7. The case manager will verbally review contents of the packet with the family in advance of the FAPT meeting. By answering questions the family may have and addressing any concerns raised prior to the FAPT meeting, the family's feeling of inclusion and value will be enhanced.
8. Facilitate Medicaid application and verifications (when applicable)
9. Inform parents of the CSA co-pay requirement for in-home services

10. Facilitate as appropriate obtaining income verifications, parent signature on co-pay agreement, and timely payment of copay.

F. The case manager will oversee the coordination of services. When another FAPT agency agrees to provide services, that agency is responsible for assuring those services are provided and notifying the lead agency case manager of any progress and concerns.

G. The case manager will establish a treatment team to include provider, family, case manager – meet a minimum of quarterly, prior to FAPT meetings to review progress on IFSP.

H. The case manager will monitor service date range for expiration of services and conduct treatment team meeting prior to returning to FAPT to request continued funding, if necessary.

I. When Intensive Care Coordination (ICC) services are needed, the will provided in the High Fidelity Wrap model. ICC services are reviewed at least quarterly by the FAPT to determine if continuation of the service is appropriate.

J. Based on the results of treatment team meeting the case manager will recommend date for return to FAPT, either for review or resubmission (i.e. change in need/services)

K. Authorization from CPMT to hold placement if child is absent from a facility, for any reason, more than 48 consecutive hours shall be as follows:

1. In the event that a child leaves a facility, with or without authorization, for more than forty-eight consecutive hours, CSA pool funds will discontinue payment for room and board and other services after the second consecutive day of the unauthorized absence.

2. Upon request of the referring agency department head, the CSA Specialist may authorize extension of some payments in three-day increments if such extensions are legitimized by mitigating circumstances. Extensions may be granted in deference to the county's inability to otherwise provide the most appropriate and least restrictive services to the child. Requests should be in writing and should include a brief description of the reason for the absence from the placement and supporting information such as:
    a. Whether the absence from the placement is necessary for treatment purposes
    b. Whether the facility is full to capacity
    c. Whether there is a waiting list for placements
    d. Whether other equally appropriate placements are available
    e. Whether requests for such placements have previously been denied
    f. The likelihood of an alternate placement at the same level of restriction
    g. Whether moving the child from the placement would result in a more restrictive placement for the child

3. Consecutive 3-day extensions may be authorized by the CSA Specialist, up to the third extension (this would total 11 days, including the first 48 hours of absence). Written requests for further extensions not to exceed a total of 30 days of absence should be forwarded to the CPMT Chair through the CSA Specialist.
4. Extensions beyond 30 days require full CPMT approval. The referring agency department head should contact the CSA Specialist to schedule an emergency CPMT meeting.

a. The requester should expect that payments for operational costs may be granted to hold a child's enrollment while payment for individual services for the child may be denied.
b. If a child runs or has been detained in a juvenile facility, he/she has chosen to affect their own treatment and the extension of payments is doubtful.
c. Each extension will be considered on a case-by-case basis.

L. Services may be modified, amended or terminated by the referring agency at any time for child-related causes to include, but not limited to: changes in eligibility, progress, or inadequate or inappropriate services for the child. Services may not be terminated arbitrarily or without cause. In the event that the child poses an imminent safety risk to him/herself, staff or other children, the provider or referring agency may request immediate termination of services. Services may be terminated so long as the parent or legal guardian, referring agency, and provider agree to such termination.

IX. Child in Need of Services (CHINS)

A. Assumptions:
1. No child should be required to leave our community in order to receive services
2. Families are the best source of stability for children
3. Children need an advocate for their best interests
4. Filing a petition to J&DR Court for CHINS determination is available as a recourse regardless of determination of CHINS by the FAPT

B. Initial Eligibility Determination:
A case manager must be assigned to be responsible for assisting the family through the initial eligibility determination, assessment and service planning process. The FAPT Chair will determine case managing agency for purposes of initial presentation at FAPT. FAPT will then discuss the appropriateness and feasibility of the case management at the initial meeting on the case. If necessary, FAPT will reassign the case management role to another agency.

1. A family may request a specific case managing agency for the initial processes and the agency will comply if the circumstances meet that agency's service eligibility criteria.

2. If an open child or family services case exists in this or a transferring jurisdiction, that agency or its local equivalent will assume responsibility for the initial phase.

3. If there is more than one agency involved, the child/family's predominant problem(s) will guide case management.

4. If there is no existing case, then the definition of the presenting problem will guide case management as follows:
    a. Mental health or substance abuse and no other agency involved – CSB
    b. Court Services Unit or court-involved through a petitioned or adjudicated offense and no other agency involved – CSU
    c. Special education status (but not CSA special education) and no other agency involved – Fauquier County Public Schools
    d. Alleged abuse or neglect and no other agency involved – DSS.
    e. FAPT has established expectations for FAPT case management for CHINS. See Appendix for process details.
    f. FAPT has established documentation requirements for eligibility determination and service planning for CHINS. See Appendix for process details.

C. Initial Service Planning

1. A family and its case managers are required to participate in a family facilitation process as prescribed to develop the service plan. The results of the facilitation shall be documented to FAPT prior to service plan approval. Community based services to stabilize a critical situation may be provided if necessary until the family facilitation can be arranged, but for no longer than one month.
2. If the service plan is not unanimously approved by FAPT, both majority and minority views must be documented for CPMT consideration. Documentation of reasonable efforts made to prevent such removal from the child's home or Fauquier County must accompany such a service plan,
3. Parent participation and cooperation is required for services to be delivered under the CHINS mandate. Case managers must immediately notify the parent and the CSA Office if a parent fails to abide by the requirements of the parental agreement. The case manager, with the cooperation of CSA staff, must take immediate steps to secure parental cooperation or suspend services in accordance with the parental agreement. A petition for CHINS determination by the Court may be filed in the event the family does not comply with the service plan or parental agreement.
4. Other service planning requirements are contained in state and local policy and procedures.

D. On-Going Service Delivery

1. In the circumstance in which community based services have been provided and a change to out of home or out of county placement is contemplated, the family and case manager must participate in family facilitation to rule out all other options to prevent such placement.
2. If the service plan is not unanimously approved by FAPT, both majority and minority views must be documented for CPMT consideration. Documentation of reasonable efforts made to prevent such removal from the child's home or Fauquier County must accompany such a service plan for CPMT approval.
3. Parent participation and cooperation is required for services to be delivered under the CHINS mandate. Case managers must immediately notify the parent and the CSA Office if a parent fails to abide by the requirements of the parental agreement and/or service plan. The case manager, with the cooperation of CSA staff, must take immediate steps to secure parental cooperation or suspend services in accordance with the parental agreement. A petition for CHINS determination by the Court may be filed in the event the family does not comply with the provisions of the service plan or parental agreement.
4. FAPT shall review continued eligibility for CHINS under existing criteria and document in CSA records that the child remains eligible. FAPT will not review the case of a child/youth for service planning or funding request without the parent present during the meeting. The case managing agency may change if an assessment determines that the presenting problem does not meet the case managing agency's requirements or the child's mandate changes to a DSS or FCPS special education mandate.

X. Family Involvement

A. Family partnership is a cornerstone of the CSA. In Fauquier County, to meet the requirements of Code of Virginia Section 2.1-752:3, Comprehensive Services Act as amended 1995, and Section 16.1-286, and to enhance the partnership with parents, the CPMT approved procedures for the active involvement of parents and/or other legally responsible parties in the planning, delivery, and financing of services for their children. The parents of the child or youth at risk will participate in the process with others included as appropriate. The youth at risk is also included in the aspects of planning and review of services as the youth's age and appropriateness of inclusion permit. Planning meetings are anticipated to be conducted in a spirit of partnership and collaboration. The Fauquier CPMT adopted the following strategies to promote full family participation in the local CSA process:

1. The anticipated family involvement in FAPT is that the parent will attend all FAPT meetings unless prevented by hardships such as jeopardizing employment, daycare, or transportation. When unable to attend in person, parents should be encouraged by the case manager to participate in the meeting by phone. If parents are unable to participate in the FAPT meeting in person or via phone and desires the team to consider the funding request, parents must provide a signature verifying they have participated in service planning with the case manager and are authorizing FAPT to proceed with the case in their absence.

2. The FAPT meeting will be scheduled when possible, at the convenience of the parent/guardian. When necessary, interpreter services will be arranged by the case manager for family members who are not proficient in English or deaf/hard of hearing. In accordance with the Americans with Disabilities Act, accommodations will be provided to individuals to assure access to the FAPT meeting. Accommodations will include, but are not limited to, facility accessibility, communication media and adaptive or assistive devices.

3. The FAPT believes all families have strengths, deserve to be treated with dignity and respect, and that outcomes improve when families are involved with decision making. Families will be given the opportunity to express concerns/questions as equal participants during the FAPT meeting. At the conclusion of the meeting families will be given a copy of the approved service plan and informed that ongoing communication with their case manager regarding questions or concerns with service delivery and progress is a vital component of the FAPT process.

4. Families contributing in a concrete way to the identification of family's and children's needs are more likely to participate in services. FAPT case managers will prepare families for the FAPT meeting. FAPT case managers will review the following topics with families:
    - The meeting's purpose, process and goal
    - Names and agencies of FAPT members
    - Confidentiality parameters
    - Encouragement to bring support persons
    - Responsibilities of the FAPT to the parents
    - Responsibilities parents and children have to the CSA system and providers
    - Local CSA process including child/family rights and appeal process

5. Case managers will answer any questions or concerns that the family may have about the FAPT process.

6. FAPT case managers will coordinate with CSA staff to select a meeting date/time that promotes parent or legal guardian meeting attendance, considering family schedules, transportation, and childcare needs.
7. FAPT case managers will remind parent of the FAPT meeting by phone or in person and encourage attendance.
8. FAPT case managers will explain their agency-specific appeal process. Use of CSA appeal process in no way negates the use of the separate appeal process of another agency.
9. CSA staff will provide written notice of the FAPT meeting.

B. Signature on the Individual Family Service Plan (IFSP)

"The Individual Family Service Plan shall not be implemented without the consenting signature of the custodial parent and/or agency or individual legally serving in the place of the parent, unless otherwise ordered by the court, upheld by the appropriate review process or authorized by the Code of Virginia. This requirement does not interfere with procedures to provide immediate access to funds for emergency services and shelter care." (CSA Manual, FAPT toolkit - Family Participation)

C. Implementing and Monitoring of the Individual Family Service Plan

"The Family Assessment and Planning Team shall designate a person who is responsible for monitoring and reporting, as appropriate, on the progress begin made in fulfilling the IFSP developed for each youth and family, such reports to be made to the team or the responsible local agencies." COV § 2.1-754.6

D. Exchange of Information and Confidentiality

"All public agencies that have served a family or treated a child referred to a Family Assessment and Planning Team shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team." COV § 2.2-5210

Parents or guardians must provide their consent for their child to be involved in the CSA process. A valid signed consent for exchange of information must be obtained by the Agency Representative and a copy retained by CSA. The exchange of information document will specify the conditions under which parents or guardians allow the information to be released.

Upon initial involvement in the CSA process, on every case review, all individuals serving on the FAPT will sign a statement indicating their knowledge of and agreement to upholding laws regarding confidentiality.

"Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the Family Assessment and Planning Team and whose case is being assessed by this team or reviewed by the Community Management and Policy Team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential." COV § 2.2-5210

E. Parental Payments

1. It is the policy of the Fauquier County Community Policy and Management Team (CPMT) to actively involve parents or legal guardians in the planning, delivery, and financing of services for their children. This policy addresses the parent's or legal guardian's financial contribution as required under section 2.1 – 752.3 of the Code of Virginia as amended in 1995 and 2.1 – 754.4. All parents of children receiving CSA funded services are required to participate in the copayment process as outlined in Appendix B of the Fauquier County CPMT Policy. The CSA will collect from parents whose children are receiving services under the Prevention of Foster Care mandate. Parental payment is waived for Prevention of Foster Care services for the first six months.

2. The case manager is responsible for notifying the parents that they will be assessed for financial contribution toward services provided. Forms are located on the CSA resource webpage. Forms are to be completed, appropriate income reports attached, and submitted to CSA staff prior to the first FAPT. If the parents file tax returns, they will provide their most recent tax returns and attachments to CSA. If they do not file tax returns, they must provide other documentation such as paystubs to establish an annual income. In conjunction with the gross family income, the monthly payment will be determined from the appropriate family size column in the Monthly Contribution Rate for CSA table. A payment schedule will be agreed upon at the time of the first FAPT meeting. The parent will have the choice of paying the total amount due in the first month of services or on a regularly scheduled basis according to the date range for services.

3. The guardians of a youth over the age of eighteen claiming the youth as a dependent on their income tax returns will be assessed for parental payment. If the guardian does not claim the youth as a dependent on their income tax returns, the youth's income will be assessed.

4. Parental payments will be posted to the child's account in CSA software as reimbursements.

5. In accordance with the 1999 General Assembly direction, Fauquier County will use a sliding fee scale. The scale exempts from copay all households in the very low income range for Northern Virginia, defined by HUD as 50% of the median household income.

6. If the case manager determines that the family contribution creates a hardship, a request may be made to waive the parental payment. The parent must complete a waiver request package and provide documentation of hardship. CPMT reviews the request and may waive or reduce payment for families with extenuating financial situations such as extraordinary medical expenses. The CPMT's final judgment will be recorded on the Waiver Request Form.

7. Parents are responsible for promptly reporting to the case manager changes in income or household size, which shall be used to re-assess co-payment amount. The co-payment amount shall be reviewed at least annually; in the absence of an annual review the existing co-pay amount remains in effect.

8. No person will be denied services because of an inability to pay, but if a family refuses to cooperate with the financial contribution process or is unwilling to pay, they may be denied services. No person will be billed an amount that exceeds the cost of services rendered.

F. Due Process of Complaints and Appeals

1. Nothing within the following review process precludes any other right of appeal under existing state or federal law.

2. The FAPT shall provide the child and family with appropriate notice of meetings and actions related to them, including denial of access to the Team. A copy of the summary of child and family rights shall be provided to all families requesting FAPT involvement. This notice shall include information about the right to make a written request for review of FAPT actions by CPMT. If an IFSP is developed, the case manager shall provide the child and family with a copy, either at the meeting or within ten calendar days of the meeting. Information will be provided in the child's/family's native language or mode of communication.

3. To initiate an appeal, the child and family or the referring agency shall submit a written request for review to the CPMT within ten days of receipt IFSP. CPMT must hold a review within thirty calendar days after receiving a request for a review. The CPMT will acknowledge the request for review in writing. The CPMT will meet with the family and, if the child and family desires, a representative of each or both. Representatives of the FAPT may also attend. Extensions of no more than ten days may be granted at the request of the child and family or representatives thereof.

4. Formal voluntary mediation may be used to resolve the disagreement. However, mediation shall not be used to deny or delay a child and family's right to review. Mediation means a process in which a neutral person facilitates communication between the parties and, without deciding the issues or imposing a solution on the parties enables them to understand and resolve their own dispute.

5. The CPMT may uphold, amend, or overturn the decision of the FAPT. The CPMT will provide a written decision to the child and family and the FAPT within ten days of holding

the review. If an IFSP is overturned, the CPMT may remand the case to FAPT for re-assessment at the next FAPT meeting.

G. Child and Adolescent Needs and Strengths Assessment (CANS)

1. The CANS, developed by John S. Lyons, Ph.D., is a child and family assessment instrument to help plan and manage services for children and their families at both an individual and system of care level. The CANS helps guide service planning, track child and family outcomes, promote resource development, and support decision making.

2. As of July 1, 2009, CANS is the mandatory uniform assessment instrument required for all children and youth served through CSA.

3. Every child receiving CSA funds shall receive a comprehensive assessment initially, with reassessments determined based on the needs of the child and family and the intensity of services provided as follows:

   a. If the child is solely receiving basic foster care maintenance, including day care, a reassessment is done annually.

   ~~b. If the child is receiving solely non-clinical community-based services such as mentoring or job coaching in their home, relative home, regular foster home or independent living arrangement, a reassessment is done every six months or more frequently based on the needs of the child and family.~~

   ~~c. If the child is receiving, or may need, clinical services such as substance abuse treatment, sexual offender treatment, anger management and/or a combination of two or more services such as provision of a parent aide, respite, after school programs, a reassessment is done every ninety days or more frequently based on the needs of the child and family.~~

   ~~d. If the child is receiving, or may need, intensive in-home services, therapeutic foster care, or residential care, a reassessment is done every ninety days or more frequently based on the needs of the child and family.~~

   e. If the child is solely receiving special education private day services or services in the public school, a reassessment is done annually.

   f. If the child is receiving any services outside of basic foster care maintenance, day care/childcare services, or special education private day services, then a reassessment is done every ninety (90) days.

   g. If the child makes, or may need, a significant service change (i.e., either moving into or out of therapeutic foster care, special education private day placement, or residential care), then a reassessment is done, ideally before the service change is made.

   h. A new CANS is required for all cases referred to FAPT for CHINS determination.

Appendix Index

The following documents are located on the CSA Resource webpage at:

http://www.fauquiercounty.gov/government/departments-h-z/social-services/children-s-services-act

- Parents' Guide to the Children's Services Act for At-Risk Youth and Families
- Letter to Parents
- What You Can Expect From the FAPT Process
- What are My Rights
- Appeal Process
- Parental Payment Scale
- Parental Payment Assessment
- Parental Payment Agreement
- Waiver Request
- CANS (Child and Adolescent Needs and Strengths) Link
- CHINS Determination Checklist
- CHINS Parental Agreement
- Consent to Exchange Information Form - English Version
- Consent to Exchange Information Form - Spanish Version
- CSA Face Sheet for IEP Day or Residential Placement
- Fauquier IFSP
- Foster Care Funding Request Form
- Magellan IACCT Inquiry Form
- Rate Certification Form
- W-9 Form