

Stepping Stones

A Family Guide
to the
Comprehensive Services Act



The Comprehensive Services Act (CSA) was designed to establish a multidisciplinary approach to providing and funding services to meet youth and families' needs. The local CSA program is made up of the Community Policy and Management Team (CPMT) and Family Assessment and Planning Team (FAPT) who partner with the family to help address their concerns and access services.

What is the CPMT?

The "CPMT" coordinates agency efforts to shape policy around service provision in the local community; manages the available funds for approved services; and sees that eligible youths and their families are referred for assessment, as appropriate.

What is the FAPT?

The "FAPT" assesses the strengths and needs of the individual youth and their family and partners with them to develop a service plan to meet their needs.

Who serves on the CPMT and FAPT?

Both the FAPT and the CPMT include staff from Colonial Behavioral Health, Court Services, Social Services, a local school division, and the Health Department; a parent representative; and a private provider.

When are CPMT and FAPT meetings?

CPMT meetings are held on the third Tuesday of every month.

For York County/City of Poquoson, FAPT is held every first Wednesday, and for Williamsburg/James City County, FAPT meetings are held every second Wednesday.

Who is eligible for services?

Services under the CSA may be available to a child who meets at least one of the following descriptions:

- Youth who require private placement for special education
- Youth who are eligible for foster care services
- Youth who are eligible for services through a Child in Need of Services designation, having significant emotional or behavioral problems and are at risk of out of home placement



How does CSA work?

- STEP ONE: Referral
 - Case manager refers a child to the FAP team; the case manager must come from one of the member agencies who serve on the team
 - A case staffing is scheduled to review the family's strengths and needs
- STEP TWO: Case Staffing
 - The child and family take an active part in the meeting to discuss their needs
 - The case manager provides any additional information and outlines the requested services
 - The team develops a service plan that outlines the services it recommends and provides any necessary referrals
- STEP THREE: Funding Approval
 - The case is staffed at the CPMT to approve the funding for requested services
 - Parents may be assessed a co-payment for services
 - Services must be approved by the CPMT before they begin, except in emergency situations

What are my family's rights?

- Receive information on the local CSA process and timelines for receiving referrals, in your preferred language if possible
- Receive notification before your child is assessed for services
- Actively participate in your child's FAPT case staffing and service planning
- Consent and agree in writing before beginning any services, except when ordered by the court
- Give permission for the release of records
- Review the assessment and service plan

Right to appeal

If you disagree with the plan or the implementation of the plan, the appeals process is as follows:

1. The family must submit a written request for review to the CSA Coordinator, which outlines their specific complaint within ten (10) calendar days of receipt of the service plan
2. The CPMT will provide a written response within forty-five (45) calendar days after receipt of the request for appeal

If you have any questions or concerns, feel free to contact your local CSA Coordinator:

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