

**YORK-POQUOSON-WILLIAMSBURG-JAMES CITY  
POLICES AND PROCEDURES FOR  
FAMILY ASSESSMENT AND PLANNING TEAMS  
(Revised May 2015)**

**I. Description of the Family Assessment and Planning Teams (FAPT)**

The Family Assessment and Planning Teams are designated by their respective Community Planning and Management Team (CPMT) in accordance with the regulations set forth in the Children's Services Act (CSA) for at-risk youth and families.

FAPT will assess the strengths and needs of youth and families and identify services to meet the families needs by drawing from the knowledge and experience of its various agency and program representatives.

Family Assessment Planning Teams will employ a competency-based, child-centered, family-focused assessment approach to develop Individual Family Service Plans (IFSP) which provide treatment in the least restrictive and most cost- effective setting possible.

Identify children who are at risk of entering, or are placed in, residential care through the Children's Services Act program who can be appropriately and effectively served in their homes, relatives' homes, family-like settings, and communities. For each child entering or in residential care, in accordance with the policies of the Community Policy and Management Team developed pursuant to subdivision 17 of § 2.2-5206, the Family Assessment and Planning Team or approved alternative multidisciplinary team, in collaboration with the family, shall:

- A. Identify the strengths and needs of the child and his family through conducting or reviewing comprehensive assessments, including but not limited to information gathered through the mandatory uniform assessment instrument,
- B. Identify specific services and supports necessary to meet the identified needs of the child and his family building upon the identified strengths,
- C. Implement a plan for returning the youth to his home, relative's home, family-like setting, or community at the earliest appropriate time that addresses his needs, including identification of public or private community-based services to support the youth and his family during transition to community-based care, and
- D. Provide regular monitoring and utilization review of the services and residential placement for the child to determine whether the services and placement continue to provide the most appropriate and effective services for the child and his family;"

**II. Families Served by the Family Assessment and Planning Teams**

In order to be eligible for CSA funding, a youth, or family with a child, shall meet one or more of the criteria below and shall be determined through the use of a uniform assessment instrument and by policies of the community policy and management team to have access to these funds.  
COV § 2.2-5212 A.

- A. Children who require placement for the purpose of special education in approved private school programs;
- B. Children for whom a continuum of services are being provided to prevent foster care placements;
- C. Children who have been entrusted to the local Department of Social Services by their parents or guardians and/or;
- D. Children whose custody has been committed by a juvenile and domestic relations court or other court of competent jurisdiction for purposes of placement in suitable family homes, child-caring institutions, residential facilities, or independent living arrangements.
- E. “Children in need of services” (CHINS) designated by the FAPT who either 1) remain in their homes and have been identified as needing services to prevent or eliminate the need for foster care placements; or 2) have been placed outside of their homes through an agreement between the parents or legal guardians and the LDSS or the public agency designated by the CPMT where legal custody remains with the parents or legal guardians.
- F. Students with a disability who require non-residential services in the home and community when the needs associated with his or her disability extend beyond the school setting and threaten the student’s ability to be maintained in the home, community or school setting. This is contingent upon availability of funds as appropriated by the General Assembly.

For purposes of determining eligibility for CSA funding, “child” or “youth” means (i) a person less than eighteen years of age and (ii) any individual through twenty-one years of age who is otherwise eligible for mandated services of the participating state agencies including special education and foster care services. COV § 2.2-5212 B.

### **III. Catchments Area of the Family Assessment and Planning Teams**

The FAPT will serve families with children who have legal residence in the cities of Williamsburg and Poquoson and the counties of James City and York and/or under the guardianship of an adult or an agency in the catchments area such as Social Services or Court Services.

FAPT will be established for each locality; City of Williamsburg, City of Poquoson, York County and James City County. Teams can decide to meet in conjunction with another locality if and when appropriate (ie: York County/City of Poquoson. City of Williamsburg/James City County). Each of these areas will determine the frequency of the FAPT meetings as they deem necessary to serve their targeted populations.

### **IV. Membership of the Family Assessment and Planning Teams**

The FAPT consist of representatives from the following agencies:

- |  |                          |
|--|--------------------------|
| 1. Ninth District Court Service Unit   | 5. Health Department     |
| 2. Colonial Behavioral Health  | 6. Parent Representative |
| 3. Department of Social Services   | 7. School System         |
| 4. Other representatives may be appointed to the Family Assessment and Planning Team at the discretion of the Community Policy and Management Team. These members will |                          |

be re-evaluated on a yearly basis.

CSA Coordinator for each locality will maintain a list of FAPT members. Agency staff appointed to the Family Assessment and Planning Teams will have the authority to access services within their respective agencies.

## **V. Operation and Coordination of the Family Assessment Planning Teams**

The CSA Coordinator from each locality will facilitate cases being referred to the FAPT and monitor compliance with FAPT Policies and Procedures by the case managers.

Formal multidisciplinary teams can be developed at the approval of the local Community Planning and Management Team and the Office of Comprehensive Services and meet to approve services in lieu of FAPT.

## **VI. Family Participation**

The Family Assessment and Planning Team shall provide for family participation in all aspects of assessment, planning, and implementation of services. COV § 2.2-5208.2. Parents and guardians should be present for the reviews and actively participate in the service planning for all cases other than mandated IEP and foster care cases, unless prior arrangements have been made with the CSA Coordinator.

It is the responsibility of the case manager to explain to the parent/guardian that they are expected to attend FAPT, except in cases where services are mandated by the Individual Education Plan (IEP) or Department of Social Services (DSS) has guardianship. In the event that the parent/guardian is unable to attend the FAPT meeting, services should not be implemented until the parent/guardian has signed the Individual Family Service Plan (IFSP).

It is the responsibility of the case manager to notify the parent/guardian of the FAPT meeting date and time. The case manager is to invite all relevant parties to the FAPT meeting. This should include, but is not limited to the parent/guardian, service providers, foster parent, and advocates.

### *Parental Self-Referrals*

When CSA Coordinators receive an inquiry from a parent who would like to have their child staffed by FAPT, the Coordinator shall review the families' current services to explore whether or not they are already connected to a member agency that can bring the case to the team. If the family has an existing relationship with a member agency, then they will be referred back to their worker at the agency for completion of the referral process. If the CSA Coordinator assesses that the family's needs can be served through referral to a service or another process (i.e. Prevention Services or a Family Partnership Meeting), then the Coordinator shall connect that family with the needed service.

If the family is not connected to an agency and/or their needs cannot be met through information

and referral, the CSA Coordinator shall schedule a meeting with the parents to complete the FAPT referral documents and present the case to the team at the earliest available FAPT date. The team will assess eligibility and service planning. The CSA Coordinator will work with the member agencies to identify the most appropriate agency to provide ongoing case management services.

### *Parental Co-Pay*

In accordance with the Parental Co-Pay Policy established by the York-Poquoson-Williamsburg-James City County Consortium of CPMTs, the case manager will review the Parental Co-Pay Notification and Agreement form with the parents/guardians. Where parental or legal guardian financial contribution is not specifically prohibited by federal or state law or regulation, or has not been ordered by the court or by the Division of Child Support Enforcement, assess the ability of parents or legal guardians, utilizing a standard sliding fee scale, based upon ability to pay, to contribute financially to the cost of services to be provided and provide for appropriate financial contribution from parents or legal guardians in the individual family services plan. COV § 2.2-5208

## **VII. Case Manager's Role in FAPT**

Prior to a new case being placed on the FAPT agenda, the identified case manager should:

- Ensure that the child and/or family has exhausted all of the possible services and resources that are provided by the individual agency and there is no other agency that may be able to provide the needed services, then the case will likely be appropriate for a Family Assessment and Planning Team (FAPT) meeting.
- Explore other possible funding sources, (i.e. Family Insurance, Medicaid, Adoption Subsidies, Special Welfare Accounts, Title IV-E, Court Services funds, Mental Health Initiatives, EPSDT, Waivers, Promoting Safe and Stable Family) to ensure that there are no other funding sources that would be appropriate to meet the child/family's needs.
- Contact the FAPT Agency Representative to discuss the circumstances of the case and to determine if the case is eligible.
- The case manager or FAPT Agency Representative will contact the CSA Coordinator to then put the case on an upcoming FAPT agenda. In case of emergency, the CSA Coordinator will schedule an emergency FAPT meeting with a quorum of permanent members within 14 days of the request.
- **City of Poquoson Cases Only** - The CSA Coordinator will request authorization from the CPMT Chair of City of Poquoson to present a case before the FAPT for the purposes of requesting CSA pool funds. Written documentation of the circumstance of the case that warrants CSA pool funds will be provided. The documentation should include the case demographics, the agencies involved in the case, the school that the child attends and where possible, an estimated cost for the services that will be requested.

To prepare for a FAPT meeting, the identified case manager should:

- Meet with the family to discuss the FAPT process and the expectation for the parent/guardian's participation, *as well as any support persons they may invite*.
- The case manager will inform the parent/guardian of the function and membership of the FAPT.
- Ensure that all of the required paperwork is completed and provided to the CSA Coordinator at least five days prior to the scheduled FAPT, to include:
  - FAPT Consent to Disclose Information
  - Initial Referral form or Utilization Review form
  - Child and Adolescent Needs and Strengths (CANS)
  - Parental Co-Pay Screening (when applicable)
  - Child in Need of Services (CHINS) Eligibility Checklist (when applicable)
  - Certificate of Need (when applicable for residential placement requests)
  - Parental Placement Agreement (when applicable for residential placement requests)
  - Current Individualized Education Plan (IEP) (when applicable)
  - Supporting documentation, such as a psychological assessment, VICAP, report from a service provider, etc.

The CANS will be completed every three months by the case manager and provided to the CSA Coordinator. If significant changes occur in the status of the case or if the case manager is requesting a change in services, the CANS should be completed prior to the FAPT meeting during which the request is being made. The case manager is also responsible for ensuring that the CANS is inputted into the CANVAS online system <https://canvas.csa.virginia.gov/>, as well as providing a copy of the CANS to service providers so that Medicaid billing can occur for those services that qualify. The case manager is further responsible for ensuring that they are re-certified in the CANS on an annual basis. For children receiving Family Foster Care services, Foster Care Room and Board, Independent Living Stipend, Private Day or other non-clinical services, the CANS is to be completed once every six months, unless a significant change occurs in the case.

## **VIII. FAPT Meeting**

Each team will assign roles to the FAPT members including chairperson, timekeeper, note taker, scheduler, with the agreement of a majority of the members.

### *Meeting Protocol*

- A. The team meeting will be called to order by the chair; Members of the FAPT will introduce themselves and their role to the team. Members of the team will sign a confidentiality form agreeing to keep information about the family confidential.
- B. The case manager will begin with a review of the Initial Referral form or the Utilization

Review form. The case manager will also review the strengths and needs of the child and family based on the CANS instrument.

- C. Each member of the team will share their overall impressions and suggest initial recommendations. Family members and other professionals for the case will be asked to share their impressions and allow team members the opportunity to ask additional questions.
- D. “Child in Need of Services” (CHINS)
  - a. If the child is not receiving foster care services, mandated special education services, or is not in the custody of the Department of Social Services, the FAPT will need to determine if the child meets the criteria for CHINS. FAPT will review the standard eligibility checklist to determine eligibility. Team members may request additional documentation to determine eligibility.
  - b. If the child does not meet the criteria for CHINS, recommendations will be made for alternative community resources for the child and family.
  - c. If the child meets the criteria for CHINS, an IFSP will be developed, including short and long term goals for the child and family. The IFSP will be based on a least restrictive treatment model, with residential treatment considered only as a last resort.
- E. If community services and supports have been exhausted and determined not to be in the best interest nor meet the needs of the child, FAPT should explore placements outside of the home. Before recommending placing a child outside of the home, FAPT shall:
  - a. Explore any relatives or non-related extended family members that could be a potential placement or support;
  - b. If residential placement is recommended by FAPT, it must be documented that no other least restrictive placement is appropriate placement;
  - c. If placement outside of the state is recommended by FAPT, it must be documented that no appropriate placement is available in the locality and denial letters from all available facilities must be provided by the case manager; and
  - d. Report the rationale for the placement decision to the CPMT (COV §2.2-5211.1.2).
- F. If disagreements arise over the appropriate services for the child or family, FAPT and the legal guardian should explore alternatives for resolving the issues and document the information on the IFSP. Ultimately, it is the legal guardian’s decision on whether to choose to accept the services developed with and recommended by the team. The CPMT has final authority for the expenditure of CSA funds that comply with federal and state requirements on services recommended by the team. Neither the legal guardian nor the CPMT is required to enter into an agreement if either party disagrees on the appropriate placement or services for the child.
- G. All children and families will be notified by the case manager of their right to appeal to the respective CPMT the decisions and services plan of the Family Assessment and Planning Team. The CPMT will hear the appeal in a timely manner, and will render a

final decision.

- H. Once the FAPT has developed a service plan, the IFSP will be printed out for all attendees to sign. The parent/guardian is to sign the plan authorizing or denying services. In the event that the parent/guardian refuses the services, the FAPT case is closed, unless the service is court ordered or required by Federal law through an IEP.
- I. If parties of the case are not present at the meeting, the case manager will inform them of the results of the Family Assessment Team staffing, and ensure they obtain a parental signature on the IFSP prior to implementation of services.

**IX. Individual Family Services Plan Implementation and Review**

The case manager ensures that the recommendations of the Individual Family Services Plan are fulfilled. The case manager will ensure that referrals to community agencies and resources are carried out in accordance with the plan.

Prior to initiating services with a provider, the case manager must confirm with the CSA Coordinator that all required paperwork for contracting has been obtained. The CSA Coordinator will work with the case manager to ensure that payment for services is initiated and completed.

All FAPT cases will receive at least one annual review which will be set by the team or requested by the case manager. Cases will be reviewed at a minimum based on the chart below. However, the case manager and/or CSA Coordinator can request additional reviews, as needed.

<i>Case Type</i>	<i>Minimum frequency of review</i>
Treatment foster care (Child-placing agency)	3 months
Specialized foster care (Locally approved foster home)	6 months
Independent living	6 months
Private day school placement	6 months (paper review)
Wraparound IEP services	3 months
CHINS	3 months
Foster care prevention	3 months
Children in residential care	Every month, where possible

Regular maintenance costs for foster care cases, as defined by Title IV-E, may be exempt from the FAPT process (§2.2-5209). Regular maintenance costs includes food, clothing, shelter, daily supervision, school supplies, personal incidentals, liability insurance with respect to the child and reasonable travel for a child’s visitation with family or other caretakers. Daily supervision includes licensed childcare.

## **X. Additional Responsibilities of the Family Assessment and Planning Team**

### **Emergency FAPT**

For emergency service requests for CHINS cases:

- The CSA Coordinator will schedule an emergency FAPT meeting with a quorum of permanent members within 14 days of the request.
- The FAPT members may also approve services via email, provided that the case manager documents the circumstances of the cases that warrant emergency approval.
- If the FAPT approves the requested service, the CSA Coordinator will submit an encumbrance form to the CPMT Chair or CPMT Designee.
- For emergency out-of-home placements, the case manager will complete the Certificate of Need and will facilitate obtaining the FAPT signatures. The case manager will also facilitate the completion of the parental agreement.

All emergency service approvals must be staffed during the next available FAPT meeting date. The case manager must submit all of the required forms in accordance with the FAPT Policies and Procedures.

### ***Family Partnership Meetings***

In an effort to further engage families in the FAPT process, the CPMT shall allow for Family Partnership Meetings (FPM) to develop a plan for services in the form of recommendation, which is to be submitted to the FAPT and/or CPMT on behalf of the legal guardian. Under these circumstances, the case manager must review the case with the CSA Coordinator to ensure that the case is appropriate to access CSA funds.

In the event that the FPM will be utilized as a substitute to the legal guardian's participation in the FAPT meeting, the legal guardian will sign a FAPT Consent to Release form and a Service Plan authorizing the assigned case manager to present the FPM recommendations to the FAPT and indicating their agreement with the services listed on the form and their willingness to fully engage in the recommended services. In the event that the FAPT team revises the FPM Service Plan, the case manager must obtain the parent's signature on the FAPT IFSP before the recommended services can be implemented.

### **Retention of records:**

All Information about families compiled by the team will be kept by the locality's CSA Coordinator. This information may not be obtained by individuals outside of the team without the written consent of the child's legal guardian.

Retention of records will be based on the uniform documentation guidelines approved by the State Executive Council (COV § 2.2-2648.D.13) and the agency's retention and destruction policy under whose purview the record originated.

### **Confidentiality:**

Information shared at the Family Assessment and Planning Team meetings shall be kept confidential. Confidentiality agreements shall be maintained in the case file.