

FAPT CASE MANAGEMENT GUIDELINES

Referring a case to Montgomery County FAPT for Children's Services Act (CSA) pool funds

- Assure that all of the available services and resources that can be provided by the individual agency have been depleted 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). There are no other funding sources that would be appropriate to meet the family's needs.
- Consider every aspect of the family system when planning for services. Explore what is occurring in the Court, home, school, community, and all mental health diagnosis. Explore whether there are other agencies and support systems that are involved with the family and engage them in the service planning process.
- Contact the Montgomery County Human Services/CSA, ramseydh@montgomerycountyva.gov or (382 5776) to discuss the circumstances of the case and to determine if the case is eligible. Eligible cases include: Children receiving foster care prevention services, IEP services, children in the custody of MCDSS, Court Ordered FAPT, or meet criteria for a Child In Need of Services (CHINS) policy.

Preparation for FAPT

Consent to Exchange Information from Parent/Guardian

- The case manager will meet with the family to discuss the FAPT process and the expectation for the parents' participation. The guardian is required to attend the initial FAPT meeting and future meetings where possible. The guardian will sign the FAPT Consent to Exchange Information form which should be end dated with "until services are closed". The guardian's signature on the initial Consent to Exchange Information form shall serve as validation that the FAP Team has permission to discuss the case and begin to plan for service provision. If youth is 18 or older, and receiving CSA funds, he/she (unless incapacitated) **must** sign his own Consent to Exchange Information form.
- The case manager will inform the parents of the function and membership of the FAPT. The FAPT consists of a representative from the Court Services Unit, Montgomery County Department of Social Services, NRV Community Services, Montgomery County Public Schools, a Parent Representative and a Private Provider.

Parent/ Guardian attendance

- Cases other than mandated MCDSS foster care cases, parent/guardian **must** be present for the initial and each six month review Family Assessment and Planning Team meetings (revised 01/14/15). FAPT shall encourage families to fully participate in the assessment, planning and implementation of the Individual and 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 and encourage** all relevant parties to attend the FAPT meeting. This should include but is not limited to the parent/guardian, service providers, foster parents and advocates. Documented notification to parents/guardians should be submitted to FAPT. 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.

Scheduling a FAPT meeting

- The case manager must contact the CSA office to request a meeting time on the FAPT agenda. Once the case has been scheduled to be staffed, it is the responsibility of the case manager to notify the family, service providers and other pertinent parties of the FAPT date.
- Monday prior to the FAPT staffing, the following documents should be provided to the CSA office: Initial referral form, Consent form, Parental copay forms, Monthly Reports, current psychological evaluations, assessments, etc. CANS must be entered in CANVAS and signature cover sheet submitted with other paperwork.
- The case manager is responsible for ensuring that the CANS is submitted in CANVAS online system <https://csa.canvas.virginia.gov/>, and provide a copy of the CANS to service providers so that Medicaid billing can occur for those services that qualify. The case manager is responsible for ensuring that they are re-certified in the CANS on an annual basis.

Parental Co Payment COV § 2.2-5208 (6), COV § 2.2-5206 (3), 2009 Appropriations Act, Item 283 § F.2009

- The case manager will explain the Co Payment Screening Form to the parent/guardian. Case managers should be knowledgeable of the CPMT Co Payment policy in order to inform the parent/guardian.
[March 14, 2012 CPMT approved unanimously "unless there is a record of paid co-payments by a parent(s) for CSA -funded services there will be no further requests for funding of services presented to CPMT for approval. When an initial request for services is made, however, the service(s) may begin and co-pay collected. If co-pay is not paid, the service(s) will be discontinued. If co-pay is paid after services have been discontinued due to non-payment, the service(s) can be reinstated.]
- The case manager is to complete the Co-Pay Screening Form and provide official proof of all household members' income (i.e. pay stubs, Leave and Earning Statement, W-2, Unemployment

compensation, SSA, SSI, TANF, Child Support, Alimony, Adoption Subsidy). The case manager will submit the documentation to the CSA staff prior to the FAPT meeting to determine if a co pay will be required. The parent/guardian will be provided with a copy of the parental contribution agreement noting their co-payment obligation. This procedure is subject to a quality assurance review. While determining contribution please use lower amount if income falls between the ranges.

- When the required monthly parental co pay is greater than the cost of the provided service, the parent will be invoiced only for the cost of services for that month.

The FAPT Meeting

- The Case Manager is the service coordinator and is in charge of collecting all relevant information regarding the case. The following documents can be offered to the FAPT members: Initial Referral Form, CANS, Consent to Exchange form, IEP, prior evaluations, requested services and price structure of the services.
- Presenting at FAPT
 - Presenting problem; reason the case is before FAPT (Issues threatening to juvenile's well-being or safety, danger to child's life or health)
 - Strengths and needs of youth/ family as identified by CANS
 - Family's functioning in home, school, community; existing supports
 - Recorded mental health diagnosis/medications - including recent changes
 - Provider and family reports on outcomes of previous strategies attempted (Reason if parents/older youth not attending FAPT meeting)
 - Progress of specific goals and barriers to their achievement
 - Child/parent desired outcome
 - How will progress be evaluated
 - Alternative services/providers considered and why not chosen
 - Discharge plan
 - Service request and the cost
- Once FAPT recommends the requested services, the FAPT attendees will sign the Acknowledgement of the IFSP Assessment and Decisions. The IFSP will be printed and copies given to the family, case manager and other appropriate agency/ FAPT member. In the event

that the guardian refuses the services, the FAPT case is closed, unless the service is Court Ordered or required by Federal Law through an IEP. Prior to initiating services with a vendor, the Montgomery County CPMT Chair will authorize a Purchase of Services Order, Contract or CPMT Vendor Agreement with the service provider.

- In the event of changes in the family/ child's placement/treatment/services, please advise the CSA office with dates and explanation.