

FAPT TEAM ROLES

FAPT CHAIR: Represents the Department of Social Services (DSS), Child Welfare Services (CWS). Role is to provide an overview of the FAPT process and introduce the team. The FAPT Chair facilitates the meeting by guiding the decision-making discussions. As representative of Child Welfare Services, provides overview of DSS services. Knowledge base must include: court orders, best interest of the child, child safety, protective orders, foster care system & issues, CWS system, CPS, court orders, treatment plan development and community resources. Knowledge also includes: awareness of funds available within Department of Community and Human Services (DCHS) for families receiving DSS services, including Office of Community Services funds and eligibility funding for Medicaid, IVE, housing, TANF, daycare, employment, etc.. The DSS representative has the ability to discuss any issues related to social services. As Chair of FAPT, has working knowledge of DSS technology (Harmony and Oasis) with expertise to input information in both systems. The FAPT Chair provides structure for the team and keeps the team focused on the task. The FAPT Chair delegates tasks to the various members of the team to assist the easy flow and timelines of the meeting. As the DSS representative, provides information to the case manager and community about what DSS provides and offers, including the focus on child safety. The FAPT Chair facilitates a dialogue among FAPT Team members, FAPT case managers and the treatment team. In addition, the Chair reviews treatment plans and pertinent documents to ensure that services are appropriate for children and meet the child's individual needs. The role is to elicit and build upon the necessary information regarding the plan of treatment that ensures protection and care while collaborating with the provider (s) to identify gaps, obstacles and limitations in treatment related to physical, developmental and social needs of each child.

Court Services Unit: – Role is to represent the Court Services Unit (CSU) on the FAPT which includes providing information about court related issues and programs, as well as knowledge of the legal system. CSU representatives must be knowledgeable about the Court Service Unit, court system, probation, parole and juvenile justice issues. The CSU representatives provide expertise in resources and services available through the court system. They have experience working with families in the Alexandria Community. CSU staff access services in the rehabilitation of youth, recommending least restrictive consequences to ensure community safety and rehabilitation. Their role includes reviewing complaints received by police, DSS, Schools, and individual agencies in the community, while making decisions as to how and if those matters will proceed in the court system.

Community Services Board (CSB) – Role is to represent the CSB on the FAPT which includes knowledge about CSB mental health intakes, home-based services, medications, prevention, substance abuse services, all mental health services and all services through the CSB. In the Utilization Review and review of the CANs, the CSB representative asks questions re: Mental Health issues/medication/therapy. The CSB representative role is to discuss/educate client (team) on mental health/substance abuse issues, treatment/therapy & its effectiveness. The representative is knowledgeable about emotional and behavioral concerns and options for treatment. The representative is also knowledgeable of services that the CSB offers that include

referral processes. The representative has the ability to assist parents or guardians with linking services for youth.

City Public Schools – Represents the Alexandria City Public School System (ACPS). The ACPS representative always inquires whether the child is a special education student. Their role is to explain to the family the different types of placements through ACPS. They are knowledgeable about federal and state special education regulations and how to access support sources through ACPS including child study, referrals for multidisciplinary evaluations, eligibility for special ed., SOL's and IEP process. They have knowledge of the general resources available through public schools. The representative asks questions re: education, including special education and private day placement. They review potential education services through IEP. They provide expertise relative to the limits and resources of what the school system can provide. The representative has expertise in working with Alexandria and community resources. Their duties include checking the compliance of Individualized Education Plan (IEP), discussing future educational goals, referrals for Child Study to see if a student is eligible for special education services or a 504 plan. They assist the team in ensuring that the child's educational needs meet the standards of Alexandria City Public Schools. The representatives have knowledge of: school related prevention (bullying, drop out, etc.), school attendance and lateness issues, behavior issues in school, services provided within the school (i.e., Teen Health Center, school options for pregnant and parenting students, tutoring, mentoring, after school options, college prep support, etc.), talented and gifted or twice exceptional students advice, rights and testing options, school transition (including college and first generation college attendance), future education goals/options, course selection, any factors effecting a safe and supportive environment for the student.

Family Representative: Provides support to the family members before, during and after FAPT reviews. Keeps track during the FAPT meeting of family engagement issues that may arise. Tends to needs of family during the FAPT in terms of understanding the language used and issues raised for services. Makes sure the following questions are addressed during FAPT: Does the family know what FAPT is? Did the family receive the "Parents Guide" from the case manager before the meeting? Does the family understand what is occurring in the FAPT meeting? Is the FAPT team responding to the family engagement process. Does the family have any questions? Does the family know about resources in the community? Does the family know about requirements for service providers, i.e., that an initial treatment plan and monthly progress reports will be submitted? Does the family have a co-pay? Does the family know they can appeal?

CSA Administrative Support: Provides overview of case/past notes (in Harmony), reviews Harmony plan, updates as needed, enters progress note on who is at team meeting, what is decided at meeting. Reviews completed plan – including money approved/co-pay assessment or reminder, signatures. Goes over plan with parent including next mtg. date, review UR's. Reviews all CSA dataset elements to ensure they are up to date and completed in Harmony, including the CSA dataset assessment. Checks to see that the CANS has been completed and entered correctly in CANVAS.