

## POLICY 3.2

### FAMILY ASSESSMENT AND PLANNING TEAM

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#### 3.2.1 Purpose

To define the establishment, appointment, and membership of Family Assessment and Planning Teams (FAPT) and to establish requirements of the policies to be adopted by Community Policy and Management Teams (CPMT) for the designation of Alternative Multidisciplinary Teams (MDT).

Alternative multidisciplinary teams provide a local Children's Services Act program to organize and operate flexibly while maintaining core statutory requirements and adherence to the system of care model.

#### 3.2.2 Authority

- A. Section 2.2-2648.D of the *Code of Virginia (COV)* establishes powers and duties of the State Executive Council for Children's Services (SEC). Subsection (14) requires the SEC to "review and approve a request by a CPMT to establish a collaborative, multidisciplinary team process for referral and reviews of children and families according to §2.2-5209."
- B. COV Section 2.2-5207 requires that "each community policy and management team shall establish and appoint one or more family assessment and planning teams as the needs of the community require" and lists the required representatives on each FAPT. This section also provides additional information concerning responsibilities of conditions about FAPT membership.
- C. COV Section 2.2-5209 states that "the community policy and management team shall establish policies governing the referral of troubled youths and families to the family assessment and planning team or a collaborative, multidisciplinary team process approved by the Council."

#### 3.2.3 Definitions

"*Community Policy and Management Teams (CPMT)*" is the entity that develops, implements, and monitors the CSA local program through policy development, quality assurance, and oversight functions.

"*Family Assessment and Planning Team (FAPT)*" implements the CSA by recommending services for children and families. The team considers every child and family's strengths and challenges to address their specific needs as best they *can*. Families are included in all FAPT assessment, service planning, and decision making.

"*Multidisciplinary Team (MDT)*" is an alternate to a "standard" FAPT that provides an option to local CSA programs to provide review and recommendations for an identified group or type of cases and can complete all of the statutory duties of a standard FAPT, including a recommendation of services for authorization by the CPMT.

"*State Executive Council for Children's Services (SEC)*" is the supervisory body established in the *Code of Virginia* to oversee the administration of the Children's Services Act (CSA).

"*Office of Children's Services (OCS)*" serves as the administrative entity of the executive branch of state government and the SEC to ensure that the decisions and policies of the Council are implemented in accordance with the powers and duties granted by statute in the Code of Virginia.

"*Parent Representative*" is an individual who is a parent and serves in the required role as a member of the FAPT. The parent representative should ideally be a person with "lived experience" and whose child has received services within the purview of, or similar to those provided through, the Children's Services Act. A foster parent may serve as a parent representative.

### **3.2.4 Establishment, Appointment, and Membership**

- A. Each CPMT shall establish and appoint one or more family assessment and planning teams ("FAPT") as the needs of the community require to act and perform the powers and duties granted by statute in COV §2.2-5208.
- B. Each FAPT shall include the following representatives of the following community agencies who have authority to access services within their respective agencies:
  - 1. Community services board;
  - 2. Juvenile court services unit;
  - 3. Department of social services;
  - 4. School division;
  - 5. If requested by the chair of the CPMT, a representative of the Department of Health;
  - 6. A parent representative; and
  - 7. At the discretion of the CPMT, a representative of a private organization or association of providers for children's or family services and other public agencies.
- C. Parent representatives employed by a public or private program that receives funds through the CSA or agencies represented on a FAPT may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact

directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives.

- D. Parent representatives serving on the FAPT or members representing private service providers shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in §2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest.

### **3.2.5 Alternate Multidisciplinary Team**

- A. As provided for in COV §2.2-2648 (14), the SEC shall review, and may approve, requests from CPMTs to establish a collaborative, multidisciplinary team ("MDT") (see COV §2.2-5209) to meet the requirements of the CSA.
- B. Requests for such approval shall be in writing and made available for review by the OCS and the SEC.
- C. The CPMT shall develop and approve written policy governing the membership and operation of the MDT. The CPMT shall make these policies available for review to OCS before referral to the SEC for consideration. The policies must specify:
  - 1. The purpose of the MDT, including the types of cases/circumstances that will be considered.
  - 2. How the MDT procedures and practices align and integrate with those of the CPMT's member agencies.
  - 3. Whether the MDT shall be a standing team that meets regularly or if it will operate on an ad hoc basis. If on an ad hoc basis, under what circumstances will the MDT be convened and through what procedure. Examples of regular, standing MDTs include teams for children in residential care, truancy cases, or foster care prevention.
  - 4. The minimum number of agency representatives to constitute the MDT (from among the FAPT-required agencies). This specification shall identify the agencies that shall be represented on the MDT and processes for soliciting additional input from other agencies, as needed MDTs may include additional members as needed.
  - 5. How the MDT will include family engagement practices and be family-driven (See SEC Policy 3.3).
  - 6. The process through which funding approval requests will be submitted directly from the MDT to the CPMT.

7. Alternate multidisciplinary teams must meet all relevant statutory and policy requirements of the CSA.
- D. Specific requirements for MDT members (i.e., those delineated in Section 3.2.4.C. and 3.2.4.D of this policy) shall apply.