

Preparation for FAPT meetings

FAPT packets will be due to the Human Services Office by 12:00 the Tuesday before the scheduled FAPT meeting.

If all paperwork is not received the FAPT meeting will be RESCHEDULED.

You must provide **1 original packet- for human services staff that includes:**

- Completed **signed** referral form
 - Referral form should include a summary or “snapshot” of the case in its entirety. There is a section to do so on page 2. Please provide no less than 2 paragraphs providing an overview of the case.
 - The section on strengths/weaknesses should be reflective of what has been rated in the CANS- additionally the goals are based on the outcome of the completion of the CANS instrument.
- A copy of the CANS
- Signed income assessment worksheet with verification of income attached
- If parents are going to appeal: an appeal letter and budget worksheet
- A statement from the case worker if the assessment is not applicable
- Consent to release information (unless one is in the record and has not expired)

AND 5 packets for the FAPT members of the listed documents below:

- Completed **signed** referral form
 - Referral form should include a summary or “snapshot” of the case in its entirety. There is a section to do so on page 2. Please provide no less than 2 paragraphs providing an overview of the case.
 - The section on strengths/weaknesses should be reflective of what has been rated in the CANS- additionally the goals are based on the outcome of the completion of the CANS instrument.
- A copy of the CANS
- Completed PRE-FAPT IFSP

Other **optional** documents to include in the human services staff and FAPT packet as relevant to the case are:

- Current psychological- within 3 years
- Report from the provider if services are currently in place
- Court orders for relevant and recent court involvement
- Social history from either court services or the schools
- Current IEP- Cover page and PLOP only
- Letter from any outpatient providers
- Discharge summary from any inpatient hospitalizations

FAPT meetings begin at 8:15- FAPT members will review information from all cases on the agenda prior to the meetings. The FAPT meetings will begin at 9:00 am with the youth and families. Time slots will continue to be 45 minutes in length and 25 minutes in length for residential reviews.

Presenting at the FAPT meeting

Step 1: Meet with the family prior to the meeting to talk about the purpose of FAPT. Families should come into the meeting aware of what to expect. It is ideal that the family be an interactive participant in the meeting as they are the experts on their child. Complete the CANS assessment by contacting all relevant parties to include: teacher, current providers, parents, social worker, case workers, etc.

Step 2: Provide all necessary packets to the human services office by 12:00 the Tuesday prior to the scheduled Wednesday FAPT meeting. The FAPT members will be reviewing this information prior to meeting with the youth and family.

Step 3: The meeting will start with introductions of those who are present. The chairperson will give a brief statement about the FAPT and what the family should expect. Once introductions are complete the chairperson will turn it over to the presenter.

Step 4: The Team will want to hear from all parties present. The presenter should summarize the reason the child/family was brought before FAPT and any relevant information that the Team should know to help make their recommendation. The presenter does not need to read the referral or any reports that they have submitted. It is appropriate to summarize or give specific details that may need clarification. The presenter should also specify exactly what services they are asking for the family to receive.

Step 5: There will be time after all parties have spoken with the Team for all parties to ask questions and/or get clarification.

Step 6: The Team will come up with service recommendations for the family. The IFSP (Individual and Family Service Plan) will be explained by the chairperson, and the family, case worker, and team members will have the option to agree or disagree to the plan. All individuals present will sign that they were in attendance. A copy of the IFSP will be provided to the family, case worker, and Provider (if in attendance.)

Step 7: If the family disagrees with the IFSP they can appeal the decision to the CPMT. The case worker will need to contact Human Services Office staff, in writing, of the family's intention to appeal the FAPT decision. The case will be put on the next CPMT agenda and the case worker and family will need to present their appeal to the CPMT.

Following FAPT...

Step 1:

Once services have been authorized by the FAPT the case manager should make a referral for the child/family to the Provider. **Once a start date has been determined by the Provider the case manager must contact Human Services Office staff with the start date.** This contact initiates a purchase of services order. Providers cannot start services without the POSO.

Step 2:

Once services have begun it is the case manager's responsibility to keep in contact with both the family and the Provider. If services are not working or other challenges have come up it is important that the case is brought back to FAPT as soon as possible for evaluation and recommendations. Do not wait until the 12 weeks are done to bring the case back to FAPT if services are not working.

Step 3:

If the family needs a continuation of services the case manager should contact the Human Services Office staff for a review date prior to the end of the current service period. Services are not automatically reviewed unless the case manager or FAPT members have requested a review.

In cases of residential treatment: Residential cases are reviewed every three (3) months. The case manager should set up the initial review with the HSO staff once placement has been made. After the initial review the review dates will be set at the FAPT meeting.