

CSA GUIDE

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Introduction to the Comprehensive Services Act (CSA)

In 1993 a Virginia Law was enacted to "create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youths and their families in the Commonwealth". (Virginia Acts of the Assembly, Chapter 880, Section 2.5-745)

The intention of this act is to improve efforts to meet the needs of families and children who have or who are at risk of having serious emotional or behavioral difficulties and could be at risk of out of home placement.

The goal of the CSA is to provide community based services in order to keep families together whenever possible. Through teams required by the CSA policy, state and local agencies are brought together to provide services that will:

- Provide services to support and strengthen families
- Identify at-risk youth and families
- Identify family needs as soon as possible
- Provide services in the least restrictive means possible
- Develop services to meet the specific needs of at risk-youth and families
- Provide interagency and community collaboration with family involvement

Who receives services under the CSA?

Youth who could be eligible to receive services are categorized into one of two groups:

Mandated -

- Those youth for who services are legally mandated to be provided. This includes youth in foster care, youth who have an Individualized Education Plan (IEP) that requires the youth to receive education through a private day or residential school program, and youth who are at risk of removal from their homes and meet the criteria for Foster Care Prevention Services.

Non-mandated -

- Those youth who are eligible for services due to emotional and/or behavioral difficulties and which require assistance beyond the regular services provided by community agencies.

** These youth are not legally required to receive services per CSA policy but MAY be served out of limited CSA funds (Non-mandated) when available.*

Who takes part in the CSA process?

The following agencies and representatives' work together to implement the CSA program in Carroll County

- Department of Social Services
- Carroll County Public Schools
- Carroll County Administrator's Office
- Mount Rogers Community Services Board
- 27th District Court Services Unit
- Family Preservation Services
- Parent Representative

CSA Teams -

In each locality, teams are working together to implement the CSA Program. In Carroll County these teams are the:

- Family Assessment and Planning Team (FAPT)
- Community Policy and Management Team (CPMT)

The following information describes each team and their role in CSA

FAMILY ASSESSMENT AND PLANNING TEAM (FAPT) -

If a youth's needs cannot be met through regular agency services, then the youth/family could be referred to a Family Assessment and Planning Team for service recommendations.

The following agencies/representatives make up the FAPT for Carroll County:

- Department of Social Services
- Carroll County Public Schools
- Carroll County Administrator's Office
- Mount Rogers Community Services Board
- 27th District Court Services Unit
- Family Preservation Services
- Parent Representative

What you can expect from the FAPT process -

A case manager from a community services provider will develop a service plan known as the Individual Family Service Plan (IFSP) to request services they feel would be appropriate for the youth/family.

The IFSP is a written plan that includes information about the needs/strengths of the youth/family, agencies that are working with the youth/family, services that have been provided and/or currently being provided, and services that are being recommended.

The case manager will give the IFSP and other required information to the CSA Coordinator prior to the FAPT meeting.

FAPT meetings are held twice per month at the Carroll County Department of Social Services, 605-8 Pine Street, Hillsville, VA 24343. The case manager will give the meeting details to the family in order for the family to make arrangements to attend the meeting. Every effort is made to hold the meeting at a time that is convenient to the family, and arrangements could be made in order to have a special meeting to allow a family to attend. The family is strongly encouraged to attend the FAPT meeting.

When attending a FAPT meeting the FAPT chair will explain the process of the meeting and will start introductions to everyone in the room. Everyone involved with the FAPT has signed a confidentiality agreement.

The meeting will last approximately 15-30 minutes. The case manager will present the IFSP and case information to the FAPT. The case manager will make a request for funding for services they feel are appropriate for the youth/family. These recommendations will be discussed between the FAPT, the case manager and the youth/family.

The following should take place during the discussion period regarding service recommendations:

- Open/honest exchange of information between team members and the youth/family
- Ask questions about possible services, programs and resources for the youth/family
- Ask for an explanation of any information that is not familiar/understood

After open discussion the FAPT will decide which services are most appropriate and will complete the IFSP. This information will then be sent to the next process for funding approval.

Decisions regarding service recommendations are made by general agreement. If an agreement cannot be reached, a vote will be taken from the attending members of the FAPT, the case manager and the youth/family or legal guardian.

Your case manager will have copies of all forms used at the FAPT meeting. Please request copies of these forms from your case manager.

How are cases reviewed?

Cases that are presented to the FAPT must be reviewed every three months or before if there are significant changes.

The CSA Coordinator will contact the case manager when it is time for a case to be reviewed by FAPT.

The family should notify the case manager with any changes to their circumstances.

What happens if you do not agree with FAPT?

If the family does not agree with the recommendations made by the FAPT, the family has the right to appeal the FAPT's decision. All appeals should be addressed to:

Chair, the Community Policy and Management Team
c/o CSA Coordinator
605-8 Pine Street
Hillsville, VA 24343

COMMUNITY POLICY AND MANAGEMENT TEAM -

The CPMT is a team that administers the implementation of the CSA program and appoints the members of the FAPT. This team oversees the funding for services recommended by the FAPT and will hear appeals on FAPT decisions. This team is also responsible for the CSA local policy and implementing new legislation that affects the CSA.

Members of the CPMT are appointed by the local governing body of Carroll County.

Members include:

Director of Department of Social Services

County Administrator

Director of Mount Rogers Community Services Board

Director of Special Education for Carroll County Public Schools

Director, Department of Health

Director, 27th District Court Services Unit

Director, Family Preservation Services - Private Provider

Parent Representative

What you can expect from the CPMT process -

The CPMT meets one time per month and is open to the public except during closed session business.

The FAPT chairperson and the CSA Coordinator will present cases to the CPMT that were referred by the FAPT for funding approval. The CPMT will either approve or deny funding for those cases. If a case is denied for funding, the CPMT can recommend alternative services and the family/case manager will have the opportunity to request FAPT to address the CPMT recommendations.

The CSA Coordinator will notify the case manager regarding the status of the case and the case manager will notify the family.

What happens if you do not agree with CPMT?

If the family does not agree with the recommendations made by the CPMT, the family has the right to appeal the decision. All appeals should be addressed to:

Chair, the Community Policy and Management Team
c/o CSA Coordinator
605-8 Pine Street
Hillsville, VA 24343

Who pays for CSA services?

The Commonwealth of Virginia and your local government contribute significant funds to the local CSA program. Also, as of January 1996, Virginia law also requires the family and/or legal guardian to be evaluated for a co-payment for services. Contributions toward the cost of services are based on income and other factors. The case manager will discuss this with the family in more detail and will provide the family with the required forms.

Who to contact with questions?

If you have questions regarding the Carroll County CSA program you may contact the CSA Coordinator -

Jackie Roberts
605-8 Pine Street
Hillsville, VA 24343
Phone - 276-730-3135
Fax - 276-730-3135

Jacqueline.roberts@dss.virginia.gov

Questions regarding case specific information should be directed to the youth/family case manager.

What happens in an emergency?

If a youth/family is in need of emergency services please contact the case manager. If there is not a case manager please contact the local Community Services Board and speak to their intake unit. You may also contact the local Police/Sheriff Office and ask to speak with a Community Services Board Crisis Worker.

If emergency services are put into place the case will need to be presented to the FAPT within 14 days after the services begin.