

## Common Terms

CPMT—Community Policy and Management Team

CSA—Children’s Services Act

DSS—Department of Social Services

FAPT—Family Assessment and Planning Team

FPM—Family Partnership Meeting

IEP—Individual Education Plan

Plan of Care—plan developed in the FAPT meeting for the child and family to address identified needs

Service Coordinator—person responsible for presenting case to FAPT and CPMT and guiding family through the CSA process

TFC—Treatment Foster Care

## When is the FAPT Meeting?

Roanoke County FAPT meets the 1st, 2nd, 3rd and 4th Mondays of each month

Salem FAPT meets the 1st and 3rd Wednesdays of each month

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Service Coordinator: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**The family will receive a separate notification regarding their rights and expectations under the CSA process**

**For additional information about CSA, visit:**

**<http://www.csa.virginia.gov>**

# A Family’s Guide to the Children’s Services Act (CSA)



*“We believe that families are valued participants in the CSA process and that they deserve to be informed through appropriate education and preparation. We will provide a clear understanding of what is expected from the family through the entire CSA process”*

**Roanoke County and City of Salem, Virginia**

**Local CSA Office**

**(540) 283-8803**

## What is CSA?

The Children's Services Act, or **CSA**, is a 1993 Virginia Law that provides for services for high-risk youth and their families. Such services are intended to be child centered, family focused, high quality, and cost effective.

Our local office serves Roanoke County and Salem City.

### Who is Eligible for Services?

A child may be eligible for services that may be funded through CSA if they meet one or more of the following criteria:

- Requires educational services in an alternate setting as determined by an IEP
- Has serious emotional or behavioral concerns
- Is at risk of a more restrictive out of home placement
- Receives foster care services
- Receives services to prevent foster care placement
- Is under the supervision of the Court or Department of Juvenile Justice

### Stages of the CSA Process:

1. Referral to FAPT by a public child serving agency (DSS, Court Services, Schools, Blue Ridge Behavioral Healthcare)
2. FAPT Meeting
3. CPMT Meeting
4. Follow up/review

## What is FAPT?

The Family Assessment and Planning Team, or **FAPT**, is a group of community partners (DSS, Court Services, Schools, Blue Ridge Behavioral Healthcare, and private providers) that meet with the Service Coordinator and family to assess the strengths and needs of youth and families and work together to develop a plan to meet the identified needs.

### Who Attends the FAPT Meeting?

- Parent/Guardian
- Child (if of age and appropriate; consult with service coordinator)
- Service Coordinator
- CSA Coordinator and FAPT representatives
- Service providers involved with family

### What Happens at the FAPT Meeting?

1. Family and Team introductions
2. Family and Team members discuss the child and family strengths and needs
3. Family and Team develop a Plan of Care (which may or may not require CSA funds)
4. The plan is typed during the meeting and given to the family and service coordinator at the end of the meeting

\*\*If CSA funded services are recommended, parents may be assessed a copayment for services \*\*

## What is CPMT?

The Community Policy and Management Team, or **CPMT**, is a group consisting of at least one elected or appointed local government official and agency representatives from DSS, the school system, Blue Ridge Behavioral Healthcare, Court Services, a parent representative, law enforcement, and a private provider. This team develops local policies for the CSA program and manages the funds for requested and approved services.

### What Happens at the CPMT Meeting?

1. Family and Team introductions
2. Service Coordinator presents a brief overview of the case and seeks funding approval
3. The CPMT will make a decision regarding funding within one business day. The service coordinator will notify the family of the decision within two business days

\*\*FAPT and/or CPMT reviews may be held after the original meeting to revisit the existing plan and revise as needed\*\*