

CSA Program Protocol

Montgomery County Community Policy & Management Team (CPMT) Philosophy:
To structure a comprehensive and coordinated system of care in Montgomery County by planning and managing community-based services for families and youth.

- I. Procedures of CSA Program
 - CSA funding is to be used only after all available funding sources have been exhausted.
 - A component of the CSA philosophy is that the child is to remain in the least restrictive environment.
 - When requesting overdue required documentation from Case Manager, the FAPT and CPMT representative will be notified for follow-through.
 - CSA payments will only be processed when all required documentation/verification is received, unless documentation is provided as to why official verification is delayed.
 - Questions and concerns regarding CSA protocol are to be emailed to the CPMT Chair at critzerm@montgomerycountyva.gov, which will be reviewed by CPMT.

- II. CPMT Approval of Residential Placements
 - For residential placement requests to be funded by CPMT, the following must be documented:
 - Verification of need to include a Court Order, founded Child Protective Services Report, Protective Order, FAPT CHINS and/or petition, inability to educate child in public school, and/or issues of imminent danger.
 - Documentation of compelling external evidence that residential placement is necessary evidenced by an emergency foster care placement or a mental health assessment completed or reviewed by NRV Community Services (i.e., including support that keeping child in community would be detrimental to health or safety, mental health diagnosis, and medication management/treatment). List of previous community-based services and discharge summaries must be included.
 - Required family involvement in services to integrate child's progress in placement and sustain it upon child's return to the community.
 - Within 3 months of funding approval for residential placement, a community-based wraparound plan or compelling external evidence must be submitted to CPMT before further funding is approved. See Human Services CSA website (<http://www.montva.com/departments/csa/>) for template wraparound plan.

- FAPT shall address the following prior to requesting residential services:
 - Develop achievable goals and benchmarks for progress specific to child and family.
 - Provide documentation from OCS Utilization Review Coordinator and/or CSA Transitional Coordinator verifying the appropriateness of placement request.

III. Appointment of Members to the Family Assessment & Planning Team (FAPT)

- Interview of all FAPT candidates by Community Policy & Management Team (CPMT) to promote a cohesive value system in the CSA process by exploring the following issues:
 - Can you identify/describe a case that you are aware of when residential placement was successful and how was success measured?
 - Describe a situation when you would not support a wraparound plan when presented with a residential request from another FAPT member?
 - How do you see case managers supporting family involvement? List some specific steps they would take.
 - Discuss some community based supports that you would recommend to address the following:
 - Family members express a fear that something bad might happen
 - A family has been before FAPT, community based services were approved and the family was not compliant. Describe how you would address this?
 - Provide case scenario to interviewee with instruction to describe an ideal community-based plan to strengthen this child and family.
- **Interviews for FAPT members will be conducted as needed for new appointments.**
- Agency Directors will identify one alternate FAPT representative to attend meetings in the absence of the designated FAPT member.
- Chairperson will be responsible for conducting FAPT meetings and managing all meetings (i.e., punctuality and continuity).
- Questions seeking additional case information for more detailed explanation/clarification to be submitted to CPMT Chair prior to meeting.

Revised August 8, 2012