

# **From Policy to Practice: Building a High-Functioning FAPT**

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**Office of Children's Services**

# The High-Functioning FAPT



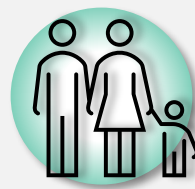
All required members are present, engage in meetings and are knowledgeable about their role and agency resources



Has an orientation process and an ongoing training plan for all members



Actively cultivates a culture of safety and respect



Provides comprehensive family engagement; FAPT expects families and providers to participate in their meetings



Knows eligibility categories and assesses each family for program eligibility



IDs youth at-risk for placement outside of the community, limits out-of-home placements, and works to strengthen community resources



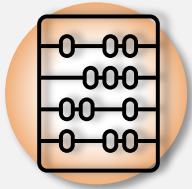
Is familiar with all available funding streams and ensures appropriate funding streams are used



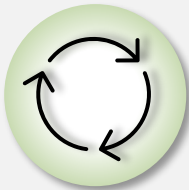
Uses the CANS Assessment in service planning



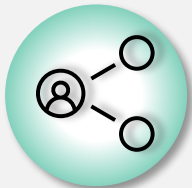
Ensures each service plan is unique, designed to meet the needs of the child and family, and engages in frequent review of the IFSP



Engages in holistic discharge planning from the onset of services



Identifies service gaps and reports these needs to the CPMT



Collaborates closely with their CSA Coordinator and CPMT



All required members are present, engage in meetings and are knowledgeable about their role and agency resources

Knowing Your Role



Code of VA

SEC Policy

Provides Majority of Funding

State  
Supervised

Locally  
Administered

Develops Local Policy

Local Administration

Provides Matching Funds



# State Executive Council on Children's Services (SEC)

COV §2.2-2648

## State and Local Advisory Team (SLAT)

COV §2.2-5201

## Office of Children's Services (OCS)

COV §2.2-2649







Office of Children's Services  
Empowering communities to serve youth



## Community Policy and Management Team

(CPMT)

COV § 2.2-5204- 2.2-5206



## Family Assessment and Planning Team

(FAPT)

COV §2.2-5207-5209

Who's Required to Sit  
on FAPT?

# Required FPT Membership

Parent  
Representative **1**

Behavioral  
Health **2**

Court Services  
Unit **3**

**4** Local School  
Division

**5** Department of  
Social Services

**6** Private  
Provider \*



What are FAPT's  
Responsibilities?

# Roles and Responsibilities



## 1. Review Referrals

Review referrals of youth and families to the team.



## 2. Provide for Participation

Provide for family participation in all aspects of assessment, planning, and implementation of services



## 3. Determine Eligibility

Determine if children meet eligibility criteria for CSA, including age criteria.



## 4. ID Children at Risk

Identify children at-risk of entering, or who are placed in, residential care who can be effectively served in their homes or community.



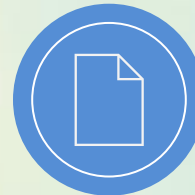
## 5. Assess Copay

Assess the ability of families to contribute financially to the cost of services to be provided.



## 6. Service Planning

Develop the IFSP for each youth/ family. Service Planning must integrate the information from the CANS Assessment and include discharge planning.



## 7. Recommend Expenditures

Recommend expenditures for appropriate/cost effective services to the CPMT.



## 8. Monitor Services

Designate a person responsible for monitoring the progress being made in fulfilling the IFSP

Effective  
Communication  
Skills



Clear  
and  
Succinct

Engaged

Demonstrates  
Respect

# FAPT

## *Core Competencies*

## Effective Communication Skills



Clear  
and  
Succinct

Engaged

Demonstrates  
Respect

## Knowledge of CSA/FAPT



State  
and Local  
Policy

Knowledge of  
Eligibility  
Requirements

Demonstrates  
Knowledge of  
Access

## Ability to Function as Part of a Team



Openly  
Shares  
Information

Builds  
Consensus

Commitment  
to Engagement

## Solution-Focused Mindset



Identify  
Problems  
and  
Possible  
Solutions

Ability to  
Brainstorm  
with Others

Strength-  
Based  
Perspective

## Service Planning Skills



S.M.A.R.T.  
Goal-  
Setting


Knowledge  
of Services  
&  
Application

Knowledge  
of  
Providers &  
Community  
Resources

The background of the slide consists of several concentric circles. The innermost circle is a solid coral color. Surrounding it are three rings of yellow, followed by two rings of light blue, and finally an outermost ring of a darker blue. The word "How?" is centered within the innermost coral circle.

How?

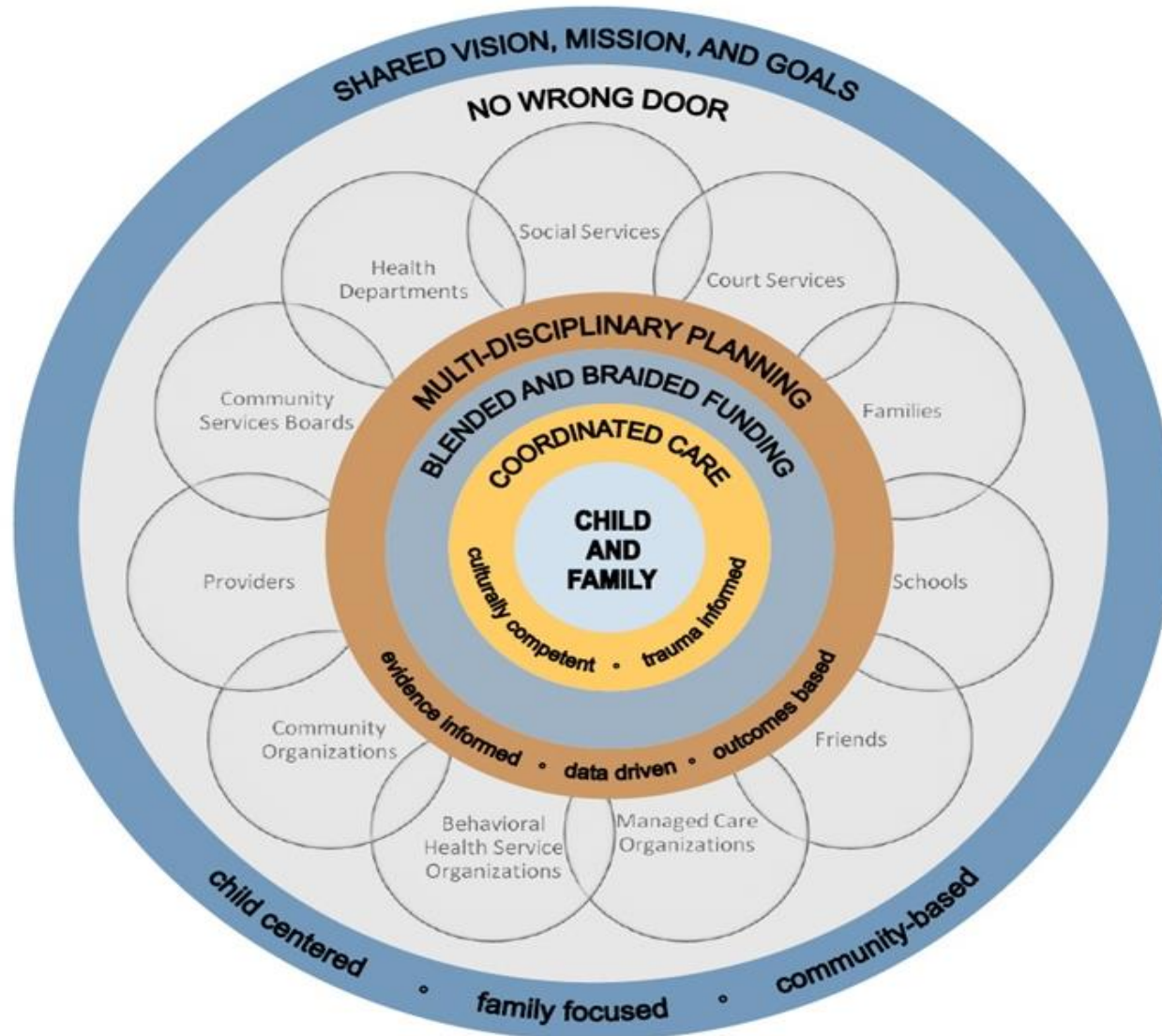


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“Alone we can do so  
little; together we can  
do so much.”

-Hellen Keller

# Virginia's System of Care



# SOC Principles in FAPT



Children and families are best served in their communities



FAPT engages in robust interagency collaboration



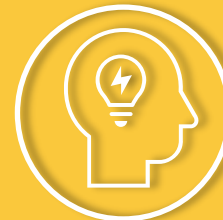
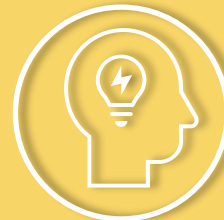
Children and families are viewed holistically



FAPT is culturally humble and trauma-informed



Progress towards goals is monitored regularly



Get on the same page.





# A Shared Mission

Our mission is our team's  
purpose for existing

What do we do?

Who do we serve?

What are we trying to  
accomplish?



# Shared Values

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Our values are our core principles.

What do we stand for?

What do we value above all else?

How do we treat our families, providers, stakeholders, and each other?



# A Shared Vision

Our vision reflects our goals.

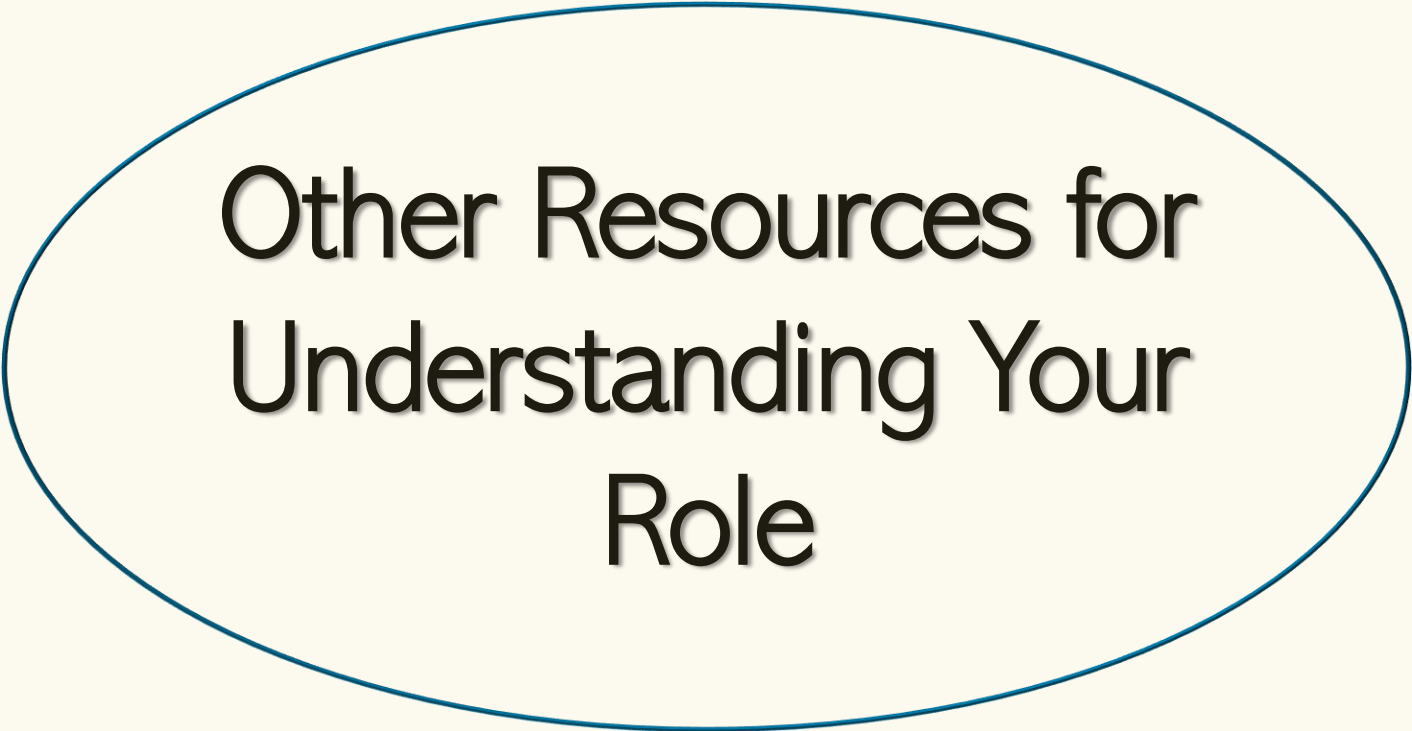
Where are we going?

What do we want to achieve?

How do we envision our team working in the future?







# Other Resources for Understanding Your Role



# Local Policy

Know Your Local Policy/ How to Access It



Adhere to Local Policy



Communicate Concerns to CPMT

# Local Strategic Plan

What are the goals of your local program?



What is your role in achieving those goals?



How can you work with the CPMT?



Has an orientation process and an ongoing training plan for all members

# Onboarding Training Resources



**Virginia Learning Center**



**Local Strategic Plan**



**State and Local Policy  
Manuals**



**Shadowing**



**Core Competencies  
Document**



**Guidance on OCS Website**



**Training Material on OCS  
Website**



**OCS Newsletter**

# Ongoing Training

## Resources



**Virginia Learning Center**



**Training from Providers**



**Local Trainings on Identified Needs**



**OCS On-Site Trainings  
(Training Calendar)**



**CSA Conference**



**Team Retreats**



**Training Material on OCS Website**



Cultivates a Culture of Safety and Respect

# Building Rapport: Preparing Families for FAPT

01

## Meeting Details

Where?

When?

Why?



02

## Role of FAPT

Who will be  
there?

What will be  
discussed?

What's the  
FAPT Process?



03

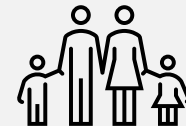
## Parent's Role

Parent Voice

Encourage  
family to ask  
questions

Family Can  
Invite Support

Copay



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# Set Ground Rules



# Prioritize Family Engagement

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All families  
have  
strengths

Families are  
the experts on  
themselves

Outcomes  
improve when  
families are  
involved in  
decision making

FAPT must be  
culturally  
humble

Families deserve  
to be treated with  
dignity and  
respect

Families make  
well-informed  
decisions when  
supported



# Brainstorming Ground Rules

# Ground Rules

## examples

- Show up on time and come prepared
- Stay mentally and physically present
- Shut all laptops and use phones only when necessary
- Only one person may speak at a time
- If you have questions, ask!
- All discussion remains respectful
- We practice cultural humility
- If you need a break, let us know
- We maintain a zero-tolerance policy against discrimination on the basis of race, ethnicity, national identity, religion, language, sexual orientation, gender identity, and/or disability status

## Utilize Your Parent Representative.

Inform families about  
community resources  
and how to access them

Provide Support

Tend to the  
needs of  
families  
during FAPT

Use family-friendly  
language/tones

Assist with  
having difficult  
conversations

Validate parent  
or caregiver  
perspective

Offer  
celebrations





Knows eligibility categories and assesses each family for program eligibility

# Eligibility for CSA

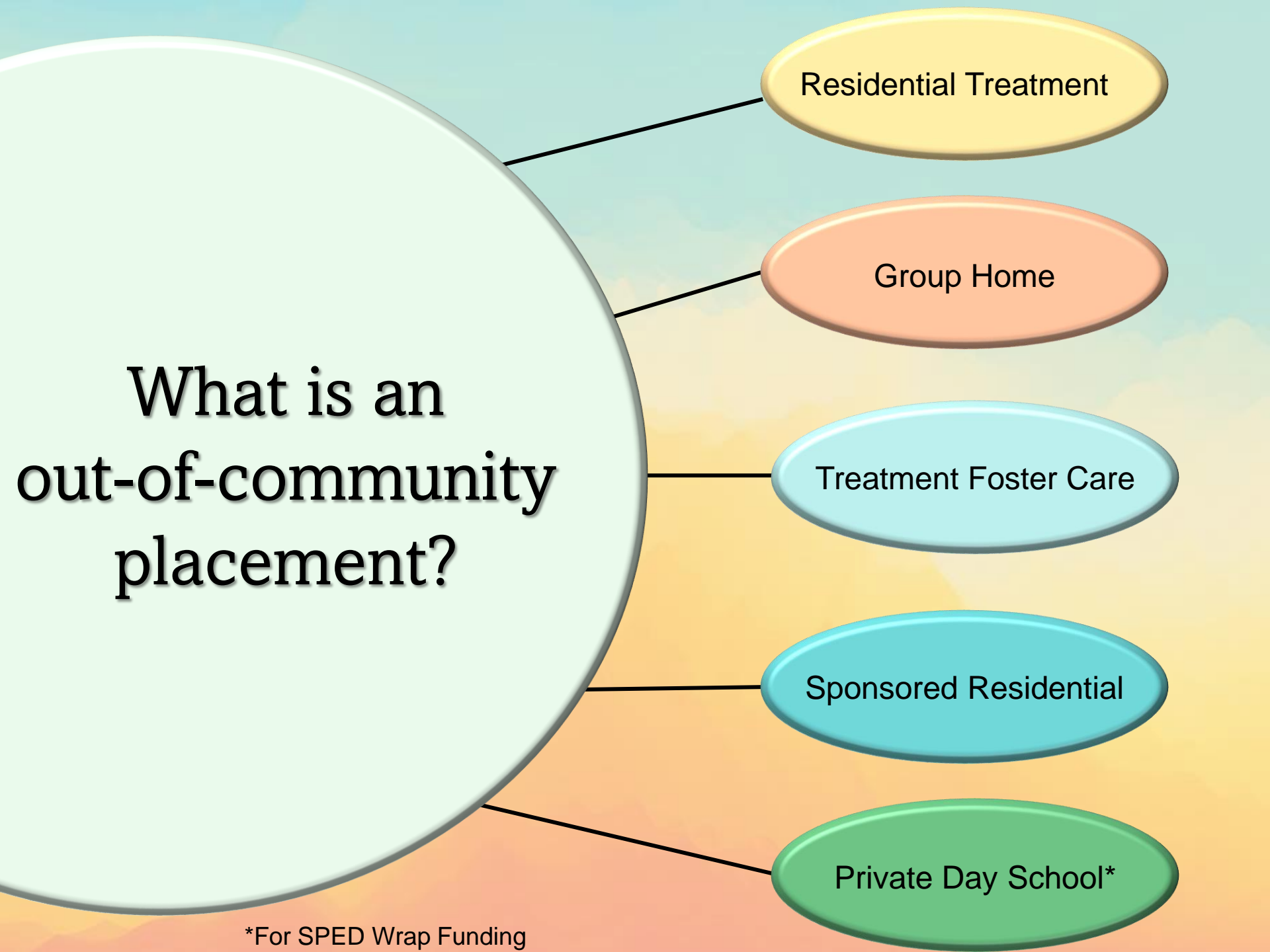
## CSA Eligibility Categories



## Age of Eligibility



IDs youth at-risk for placement outside of the community, limits out-of-home placements, and works to strengthen community resources



# What is an out-of-community placement?

Residential Treatment

Group Home

Treatment Foster Care

Sponsored Residential

Private Day School\*

\*For SPED Wrap Funding





How Do We Limit  
Out of Community  
Placements?

# Ways to Limit Out-of-Community Placement

Timely Intervention



Involve Families (including youths) in service planning



Individualized Service Planning



Use of Evidence-Based Services



Regular Monitoring/Review of Service Plan

# Building Community Resources

Communicate Service Needs to Providers You Already Work With



Join a Regional CSA Group

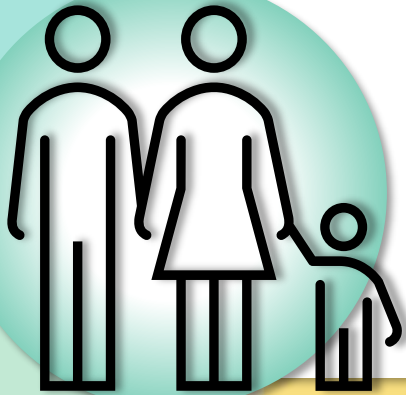


Research Services Available Near Your Community and Reach Out!



Contact the Center for Evidence-Based Partnerships  
(CEP-Va)

<https://www.cep-va.org/>



Provides comprehensive family engagement; FAPT expects families and providers to participate in their meetings



Ensures each service plan is unique, designed to meet the needs of the child and family, and engages in frequent review of the IFSP



Uses the CANS Assessment in service planning

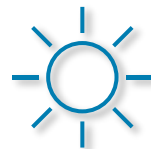


# **What is Family Engagement?**

# What is Family Engagement?

“Engagement is about motivating and empowering families to recognize their own needs, strengths, and resources and to take an active role in changing things for the better.”

-Steib, 2004



# What is Family Engagement?

## Participation

Parents attend FAPT meetings and participate in services

Professionals are tasked with “fixing” the problem

Family’s needs are assessed and plans are established based upon the “problems” presenting

Supports are not automatically provided to the family

VS

VS

VS

VS

## Engagement

Parents are treated as equal partners in the service planning process; professionals collaborate

Parents are in control of service delivery; professionals assist

FAPT relies on family choice and/or decision-making

FAPT provides supportive services to the family as indicated throughout the service planning process

# Planning 'With' Not 'For'

## Families MUST be invited to all FAPT Meetings

This includes the family of origin, child (when appropriate) and Adoptive/Long-term Foster Parents\*  
Families can invite their own support.

### Be Flexible with Scheduling

- Ask the family what works best with their schedule

### Be Flexible with Attendance Options

- Options for attendance should be reflected in the local policy manual
- In person, virtually, by phone

### Set Up a System that Works

- Make sure that parents are invited and reminded about FAPT meeting dates and times.

### Be Curious

- If a parent/guardian isn't present, ask why.
- Remove barriers when possible...be creative!



# Planning 'With' Not 'For'

## Providers should attend FAPT

This includes ICC Case Managers, TFC Case Managers, RTC Case Managers, Direct Provider Staff, and/or Foster Parents

### Address FAPT Attendance in Your Local Vendor Contract

- This is a common requirement; consult your local legal counsel

### Be Flexible with Attendance Options

- In person, virtually, by phone

### Set Up a System that Works

- Make sure that providers are invited and reminded about FAPT meeting dates and times.

### Seek Partnership

- Foster partnership
- Communicate the importance of provider attendance
- Seek resolution for barriers

# FAPT Member Responsibilities

Planning 'With' Not 'For'

## Review Documentation

- Make sure you are up-to-date on meeting materials before FAPT begins

## Stay Engaged

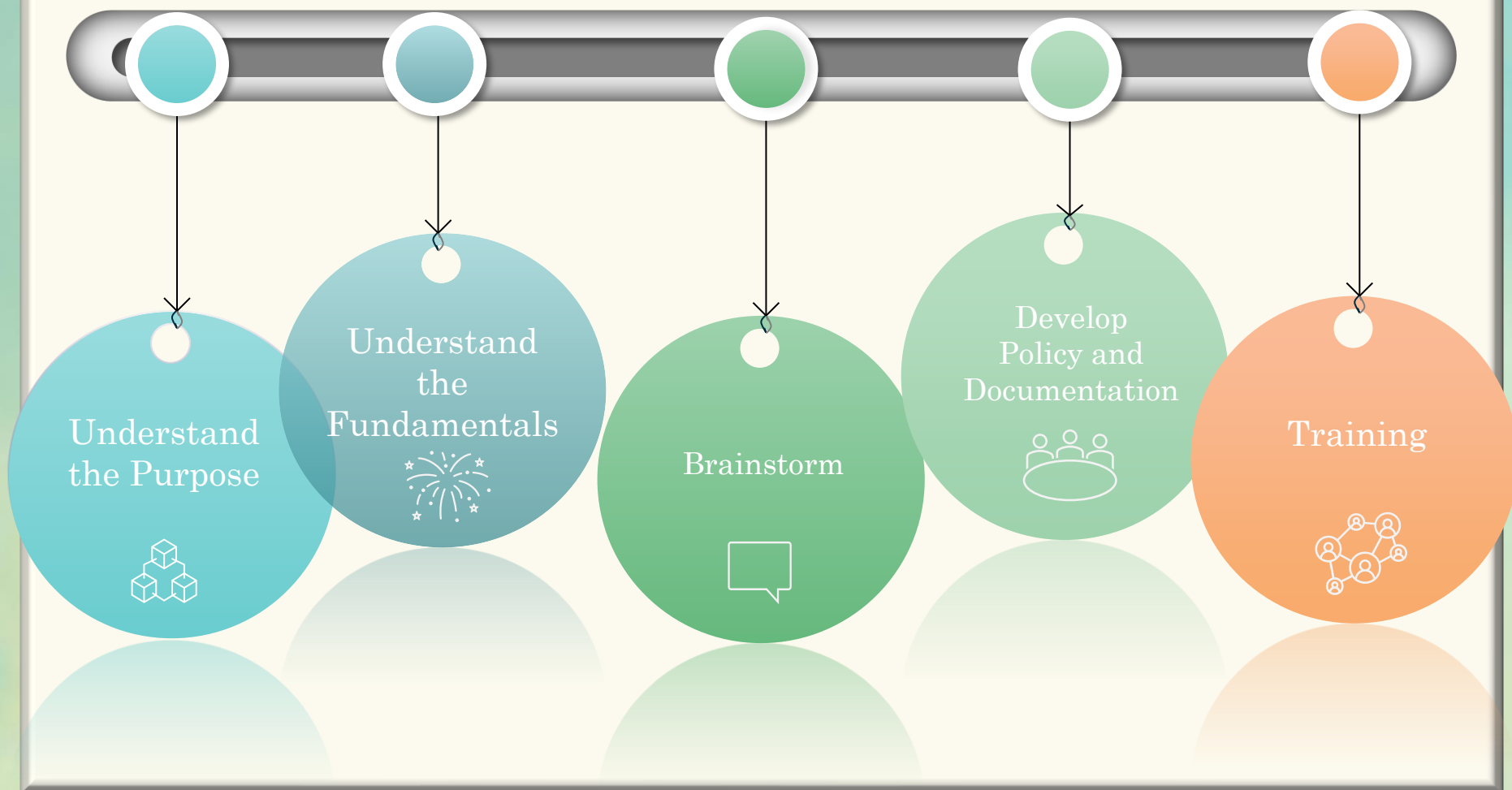
- Limit Phone and Computer use
- Be Physically and Mentally Present
- Be attentive
- Take a strengths-based approach



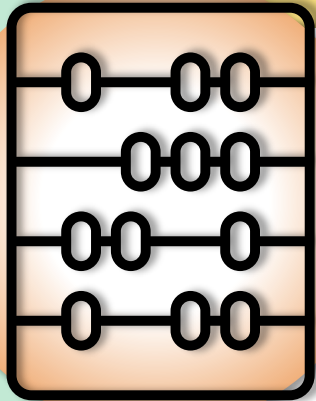
## Ask Questions

- Be curious
- Ask the family what they see as their most emergent need(s)

Build a Service Plan that reflects the family's voice!



Utilize the CANS in Service  
Planning



Engages in holistic discharge planning from the onset of services

## Begin with the End In Mind

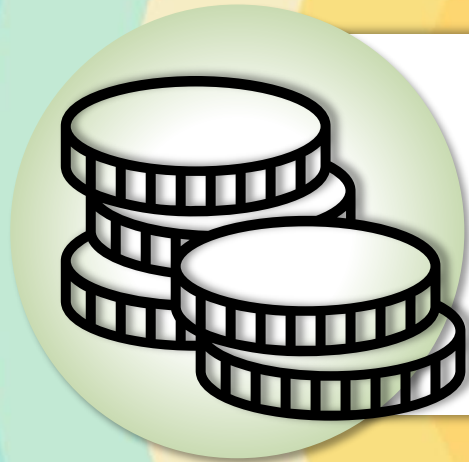
Every family should have a discharge plan

Ask: What would it take?

Service Planning will become more specific over time

Discharge Planning may include non-CSA  
funded community-based services when necessary





Is familiar with all available funding streams and ensures appropriate funding streams are used

# Is CSA the Appropriate Funding Stream?

## Examples of Other Potential Funding Streams

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Medicaid

Chafee ETV

Title IV-E Foster Care

Adoption Assistance

Title IV-E Prevention  
Services

Mental Health Initiative

Promoting Safe and Stable  
Families

Virginia Juvenile Community  
Crime Control Act

Chafee IL Services

Private Health Insurance

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# Is CSA the Appropriate Funding Stream?

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## **Learn About Other Funding Streams!**

Schedule time for Child-Serving Agencies to talk about their programs and resources

Learn about services in your community that may be funded through alternate funding streams

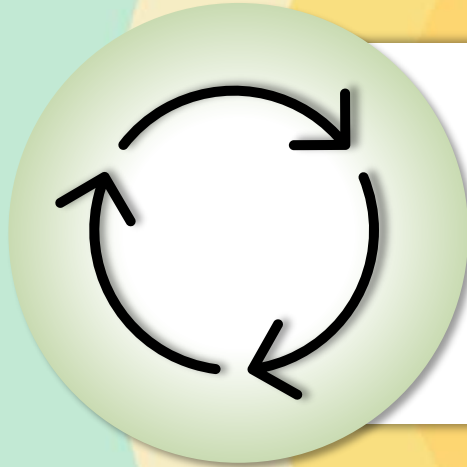
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## **Review 'Can CSA Pay' module on the VLC**

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**Actively Monitor Each Case to Ensure the  
Appropriate Funding Streams are Accessed  
Before Making Service Recommendations to  
CPMT**





Identifies service gaps and reports these needs to the CPMT

# Monitor for Service Gaps

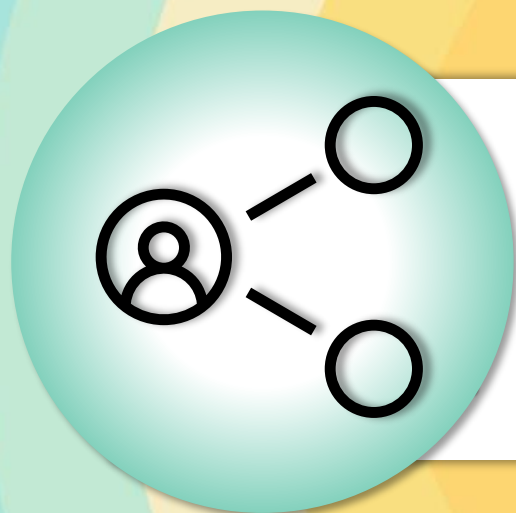
Be aware of available services



Document service needs



Report needs to the CPMT



Collaborates closely with their CSA Coordinator  
and CPMT

# The Role of the CSA Coordinator

1. Acts as a liaison between FAPT and CPMT
2. Has no voting power
3. Should not be responsible for FAPT/CPMT duties
4. Implements policy/procedures/guidelines
5. Provides training and technical assistance
6. Assists CPMT and FAPT with administrative tasks

**How does your FAPT  
Collaborate with the  
CSA Coordinator?**

# FAPT-CSA Coordinator Collaboration

## Examples

1. Appoint a FAPT Chair to lead meetings
2. Members have assigned responsibilities
3. Report training needs
4. Provide feedback for the CPMT
5. Enforce local documentation requirements

# The Role of the CPMT

CPMT is the local administrative body for the CSA Program; they have three broad categories of responsibility:

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- 1 Planning and Policy Development
- 2 Fiscal and Programmatic Management
- 3 Data Collecting and Reporting



**How does your FAPT  
Collaborate with the  
CPMT?**

# FAPT-CPMT Collaboration

## Examples

1. Report any barriers you are experiencing; i.e., unavailability of services, needed clarification on policy
2. Let CPMT know what's going well
3. Foster open and clear communication
4. Participate in joint meetings and training opportunities



Where to Start

# Where to Start

## Hold a Meeting

Discuss concerns, needs, brainstorm ideas etc. Develop your mission, vision, and values statement

## Complete a SWOT Analysis

(Strengths, Weaknesses, Opportunities, Threats)

## Make a Plan

Determine what you want to work on and how you will go about it  
HINT: Use SMART goals!

## Complete Training

Make training requests to your CPMT/CSA Coordinator

# Resources

## Core Competencies Document

[https://www.csa.virginia.gov/content/doc/Core\\_Leadership\\_Competencies\\_for\\_Local\\_CSA\\_Leaders\\_CMP\\_Ts\\_and\\_FAPTs.pdf](https://www.csa.virginia.gov/content/doc/Core_Leadership_Competencies_for_Local_CSA_Leaders_CMP_Ts_and_FAPTs.pdf)

## CSA Policy Manual

[https://www.csa.virginia.gov/content/doc/CSA\\_Policy\\_Manual.pdf](https://www.csa.virginia.gov/content/doc/CSA_Policy_Manual.pdf)

## Characteristics of a High-Functioning FAPT Document

[https://www.csa.virginia.gov/content/doc/Characteristics\\_of\\_a\\_High\\_Functioning\\_FAPT.pdf](https://www.csa.virginia.gov/content/doc/Characteristics_of_a_High_Functioning_FAPT.pdf)

## CSA User Guide

[https://www.csa.virginia.gov/content/doc/CSA\\_User\\_Guide.pdf](https://www.csa.virginia.gov/content/doc/CSA_User_Guide.pdf)

## Training Materials

<https://www.csa.virginia.gov/resources/trainingmaterial/newcsacoordinatoracademy/>

## Training Calendar

<https://www.csa.virginia.gov/about/trainingcalendar/>

## Family Engagement Guidance

<https://www.csa.virginia.gov/resources/guidance/familyengagement/>



Office of Children's Services  
Empowering communities to serve youth



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