

Campbell County  
Youth, Adult & Community Services  
Children's Services Act



**This guide serves to support parents and caregivers who are seeking services for their children and/or youth who have or who are at risk of having emotional or behavioral challenges. This is a guide to assist parents and caregivers on what they need to know, ask, expect, and their responsibilities to get the best services to meet the needs of their children and their family.**



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## Why Did I receive this guide?

As a parent or guardian, you may be reading this guide because your child/youth is having emotional or behavioral difficulties. You might be looking for help to assist with your child and family needs. In times of family crisis, it can be difficult and confusing to work with several different agencies. Families who receive assistance from Campbell County CSA are able to work with these agencies as a team to create a service plan that best fits the needs of their family. This team will assist you in identifying the strengths and needs to help create the changes you want in your family. This guide will help you understand:

- What questions to ask;
- What to expect;
- What you can do;
- What your rights and responsibilities are.

## Services for your Child/Youth

You are the expert concerning your child and your family. No one knows your family better than you. You know how your child will respond to change, your child's strengths and needs, what angers or disappoints your child, what has helped in the past, what has not worked in the past, and what motivates your child. You as the parent/guardian have the responsibility to decide what services your family needs. Each child and family is unique, but there are families that have shared experiences and problems similar to you. It is important to remember that you are not alone. So let's start with what are the questions you need to ask?

- What agencies are available to help my family?
- What services have helped other children with similar experiences?
- What do I need to know to help my child meet their needs?

Second, what should you expect?

- Your entire family will be asked to participate in services that are offered.
- Technical terms and words. Ask for explanations and definitions of anything you don't understand.
- A lot of new and familiar faces around the table helping to create a service plan for your family.

Lastly, what can you start doing now?

- Begin an organized notebook that includes copies of social security card, copies of Medicaid or other insurance cards, copies of IEP (if needed), copies of annual physical, dental records, birth certificate, school behavior reports, and previous service reports.
- Document all medications and medication changes-including how your child responds to those medications.
- Document all appointments-including testing and meetings along with their outcomes.
- List the services that you are currently or previously used-include how they worked for your child and for your family.
- Note any specific changes in your child's behavior including the dates that you notice the changes.

Many families can meet their needs through accessing services through a single agency. Children and youth with significant behaviors that place themselves or others at risk often require an array of services working together as a team. That is where CSA comes in. We will bring all of these services and providers together to work as a team to best meet the needs of your family.



## **What is the Children’s Services Act (CSA)?**

It is Virginia law, established in 1993, designed to help troubled youth and their families. State and local agencies, parents, and private service providers work together to plan and provide services.

The state pool funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth. The goal is to address the needs of at risk children in their home and community to keep families together.

## **Who is Eligible for CSA services?**

Services under the CSA may be available to a child who meets at least one of the following descriptions:

- Youth who require private placement for special education.
- Youth who are in foster care or eligible for foster care services.
- Youth who are determined as a Child in Need of Services by the court of by FAPT.

## **Family Partnership Meeting (FPM)**

The Campbell County CPMT supports the Practice Model which was developed through the Children’s Services System Transformation. The core beliefs reflected in this model are as follows:

- All families have strengths
- Families are the experts on themselves
- Families deserve to be treated with dignity and respect
- Families can make well informed decisions about keeping their children safe when supported

- Outcomes improve when families are involved in decision making; and
- A team is often more capable of creative and high quality decision making than an individual

In support of these core beliefs Campbell County will implement the Family Partnership Meetings model. Family Partnership Meetings (FPM) are based on a relationship focused approach that provides structure for decision making and empowers both the family and community advocates in the decision making process. Any Case Manager or agency representative from Campbell County Social Services, Court Services Unit, Children's Services office or any judge may refer a family for a Family Partnership Meeting. The Supervisor of such agencies and CSA Coordinator will determine that the family is experiencing one or more of the "critical points" requiring a Family Partnership meeting. Critical points are:

- One or more children/youth assessed as high risk of out-of-home placement,
- One or more children/youth assessed as high risk of serious child abuse/neglect, or
- Child/youth facing potential placement disruption or placement change.

The Case Manager and the family determine who will participate in the Family Partnership Meetings. The following groups or individuals may be considered for inclusion.

- Family
- Child (if 12 or over)
- Extended/fictive family
- Current/previous caregiver
- Clergy
- Teachers or coaches
- Neighbors
- Mentors (e.g. Big Brother or Big Sister)
- CASA Volunteer
- Guardian Ad Litem (G.A.L)
- Community Partner/Service Provider/Public Agency Staff
- Professionals actively involved in the case
- Any individual identified by the parent or the child as a support

It is anticipated that the participants in the FPM will reach consensus resulting in a family action plan. In the event that consensus cannot be reached the referring Case Manager and supervisor will make the final determination of how to proceed. If the plan for the family includes actions or services involving another CSA/FAPT agency, that agency must be in agreement as to those services or actions.

As prescribed by the FPM model, during the meeting the family's action plan is recorded in written form. Copies of this plan are provided to participants at the end of the meeting. Within 30 days of the FPM the Case Manager and/or Facilitator will make a follow up contact with the family to determine whether the family is implementing the plan and/or utilizing the services that were recommended in the meeting. Following this contact, the need for any further action or follow up will be determined by the Case Manager.

## Who is Involved with CSA?

### Family Assessment and Planning Team (FAPT)

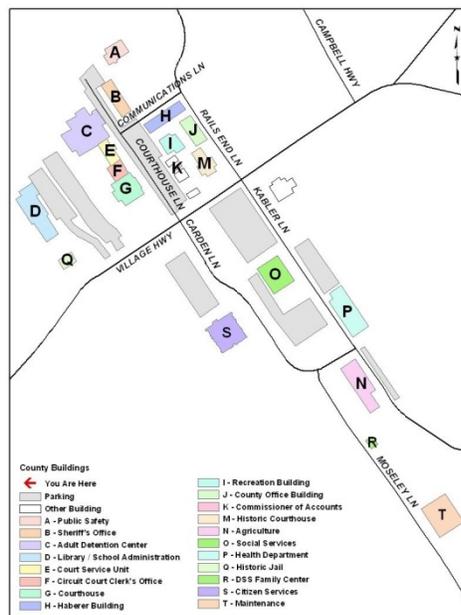
FAPT looks at the strengths and needs of the youth and families; works with the families; recommends services; and prepares a services plan that is agreed upon by the family and professionals. Services identified that require funding are reviewed by the FAPT.

The local government appoints team members from the following: In accordance with COV(2.2-5205)

- Campbell County (CC) Department of Social Services
- CC Juvenile and Domestic Relations Court Services Unit
- CC Public Schools
- CC Sherriff's Office
- Horizon Behavioral Health (CSB)
- Health Department
- Parent Representative
- Private Providers

Family Assessment and Planning Team (FAPT) meetings take place on the first three Wednesdays of each month in the conference room in the County Office Building.

**We are located in the County Office Building labeled "J" on the map.**



### How to prepare for a FAPT meeting?

-Your Case Manager will complete the referral section of the Individual Family Services Plan (IFSP) to present to the FAPT. The plan includes: child and family strengths, needs, previous and current services and supports, and current concerns to be addressed. Be sure to review this document with your Case Manager before the meeting.

-Confirm the date/ time/ location of the FAPT meeting with your Case Manager.

-Ask your Case Manager to invite representatives from other public agencies that work with your family who can give insight and suggestions to the FAPT.

-Invite your child when appropriate (youth age 14 or older).

-Write down the short term and long term goals you would like to set for your child and your family to share with FAPT.

### **What You Should Expect at FAPT :**

- You have the right to attend the FAPT meeting regarding your child and family.
- The information discussed during the meeting is confidential.
- You and your family will be given the opportunity to address your concerns and any information that you think is relevant.
- Team members will talk with you in a respectful way.
- The professionals who participate in the FAPT meeting are there to help you and your family. They will be asking questions to assist your family in finding the most appropriate services.
- You will be asked to sign forms such as consent to release information, confidentiality statement, and service recommendations.
- You will be provided with a copy of the recommendations for services after the meeting.
- If you do not agree with the service recommendations, you can sign your name in a designated space to indicate disagreement.

### **During the FAPT meeting:**

- Be honest in your feedback and suggestions.
- Be an active participant in the meeting.
- Carefully consider the recommendations and suggestions being made by the FAPT.
- Write down any contact information and answers to any questions you may have.

## **What to Ask:**

- How will the service help my child and family?
- Does the provider have specific qualifications, trainings, certifications, or experience working with a child or family like mine?
- Can services be changed if they aren't working as planned?
- If there is a crisis, how do I get help?
- What is the cost of services and what is my family's financial obligation?
- Ask for clarification on anything that you do not understand.

## **What happens if you do not agree with the service recommendations?**

A copy of the Notice to Families Regarding Right to Appeal can be obtained at any time from the CSA Coordinator along with the CPMT-approved appeal process. The appellant must submit a written request for FAPT appeal review within fourteen calendar days of receipt of the FAPT recommendations, to the CPMT Chair at the following address:

Chair, Campbell County CPMT  
c/o Campbell County CSA  
PO Box 100  
Rustburg, VA 24588  
Fax: (434) 332-9587

## **Community Policy and Management Team (CPMT)**

The purpose of the CPMT is to create, maintain and manage 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 youth and their families. CPMT ensures that services and funding are consistent with the Commonwealth's policies of preserving families and providing appropriate services in the least restrictive environment, while protecting the welfare of children and maintaining the safety of the public.

The local government appoints team members from the following: COV (2.2-5205)

- One elected or appointed official or designee (may be appointed by local governing body)
- Local Agency Heads or their designee from Horizon Behavioral Health (CSB), Court Services Unit, Department of Social Services, Department of Health, and Department of Education
- Private Provider (if in locality)

- Parent Representative
- A local law enforcement official (may be appointed by local governing body)
- Representative of other public agencies (may be appointed by local governing body)



## **What are your rights?**

- No person will, on the grounds of race, religion, ethnicity, color, national origin, gender, lifestyle choice, socioeconomic status or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under or denied services or denied employment in connection with services purchased and/or provided by the CPMT, its activities, or its contractors.
  - Supports and services will be provided in your home and community whenever possible.
  - Providers will notify you before services begin, change, or stop.
  - You and your family have the right to be treated with dignity and respect.
  - Confidential information will only be exchanged between team members and providers based on your written consent.
  - You have the right to receive information in the language you understand best.
  - You have the right to request help when needed.
  - You have the right to be provided with services that respect your spiritual and cultural beliefs.
  - You have the right to dispute services without fear of retribution in any form.
- \*Note: Federal Laws and protections to children with disabilities require that CSA processes not impede a child's access to the services specified in his/her IEP. You are not required to attend a FAPT meeting in order to gain access to funding for placement or services specified in your child's IEP.

## **What are your responsibilities?**

- Attend and participate in meetings for the purpose of planning, reviewing, and monitoring the service plan in relation to your child and family's needs.
- Attend all court hearings concerning your child's placement and service planning.
- Attend and participate in any services described in the Individual Family Service Plan (IFSP).

-Provide all necessary information and documentation to the FAPT and agencies for service or placement of your child.

## **Fiscal Authority/Payment Terms:**

The Commonwealth of Virginia and local governments share the cost of services funded through CSA. Payment of service costs with CSA funding will be authorized only for those services included in the IFSP that has been approved according to the policies and procedures established by the CPMT and that comply with all relevant fiscal policies. The parent/legal guardian will apply for Medicaid, FAMIS, and/or other public or private funding and resources, as applicable, to assist in paying for services provided in accordance with the IFSP.

Virginia code mandates that CSA assess a parental copayment to contribute to the cost of services. The Case Manager that presents your case to the FAPT will also complete a Parental Co-Pay Screening Form as a part of the referral packet. You will be notified by the CSA coordinator if further assessment is needed. If it is determined that there is a payment obligation, you will be provided with instructions for making that payment. You should notify the CSA Coordinator if your financial situation changes or you are unable to pay the assessed copayment.

## **Frequently Asked Questions:**

1. If I move outside of Campbell County, can I still receive the services approved by the FAPT?

-If the family should move outside of Campbell County, there is no guarantee that the CPMT in the new locality will honor the agreement or the placement of the child.

Parents/Legal Guardians agree to advise the CSA Coordinator in the current locality of any plan to relocate their physical residence outside of this jurisdiction.

2. Who do I contact with questions?

- The CSA process can seem overwhelming and impersonal. Help is available at every step of the CSA process. Please contact the Campbell County Children's Services Act Coordinator for more information.

Phone: (434) 332-9554

Fax: (434) 332-9587

Email: niwilliams@campbellcountyva.gov



**P.O. Box 100  
34 Rails End Lane  
Rustburg, VA 24588  
Phone: (434)332-9572  
Fax: (434) 332-9587**

## **Additional Information:**

Campbell County Department of Social Services  
(434) 332-9585 69 Kabler Ln. Rustburg, VA 24588  
[www.campbellcountyva.gov/depts/socialservices](http://www.campbellcountyva.gov/depts/socialservices)

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Campbell County Health Department  
(434) 332-9550 116 Kabler Lane in Rustburg, VA 24588  
[www.campbellcountyva.gov/depts/health](http://www.campbellcountyva.gov/depts/health)

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Campbell County Juvenile and Domestic Relations Court Services Unit  
(434) 332-9555 732 Village Highway Rustburg VA 24588  
[www.campbellcountyva.gov/depts/courts](http://www.campbellcountyva.gov/depts/courts)

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Campbell County Public Schools  
Lynchburg & Rustburg: 434-332-3458  
Altavista & Brookneal: 1-888-332-3558  
P.O. Box 99 Rustburg, VA 24588  
[www.campbell.k12.va.us](http://www.campbell.k12.va.us)

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Horizon Behavioral Health  
Phone: (434) 948-4831 2241 Langhorne Road, Lynchburg, VA 24501  
<http://horizonbh.org>

## **CSA Parental Agreement**

A CSA Parental Agreement is a signed agreement between all parties (parent or guardian/CPMT representative) that places the child or youth in a state approved home or licensed facility. All parties agree that it is in the child's best interest at this time, it the most appropriate and least restrictive setting to meet the child's needs, and is agreed upon by the members of the child's Family Assessment and Planning Team (FAPT).

### **Parent(s)/Guardian(s)**

#### **Rights and Responsibilities:**

- As the parent/guardian, you retain legal custody of your child.
- You agree that the goal is for your child to return home as soon as it is deemed appropriate.
- To the best of your ability:
  - i) Actively and consistently participate in all aspects of assessments, planning and implementation of services.
  - ii) Attend and participate in FAPT meetings for the purpose of planning, reviewing, and monitoring the service plan.
  - iii) Attend all court hearings concerning your child's placement and service planning.
  - iv) Attend and participate in family therapy sessions, parent training, and/or other services for family members as described in the IFSP.
  - v) Actively participate in scheduled and approved visitation with your child.
  - vi) Provide all necessary documentation to the FAPT.
  - vii) Provide the treatment facility with written consent for routine and emergency medical treatment and care.
  - viii) Provide all necessary emergency phone numbers to contact you.
  - ix) Inform the Campbell County CSA Coordinator of any plan to relocate your physical residence outside of the current jurisdiction.

#### **Fiscal Responsibilities:**

Payments for services will be made and documented for all parties in accordance with the policies and procedures approved by the CPMT and may include:

- Parental co-pay
- Insurance policies
- Child support
- Federal and/or state resources
- CSA Pool Funds

-The parent/guardian will apply for Medicaid, FAMIS, and/or other public or private funding and resources, as applicable, to assist in paying for services provided in accordance with the IFSP.

-The parent/guardian will agree to pay the parental co-pay as determined in accordance with CPMT policy.

-The parent/guardian will be financially responsible for their child's needs that are normal and customary parental responsibilities. This includes, but not limited to: clothing, toiletries, personal care items, and spending allowances.

**Conditions for Termination of Agreement:**

-This is a voluntary agreement. You understand that as the parent/guardian, you may revoke this agreement at any time. If you request your child be returned to you before the end of the agreement, you will provide 30 days written notice before the date you expect your child to be returned to you.

-You understand that the agency may terminate this agreement by giving you 30 days written notice of the termination, including reasons and documentation supporting the reason for termination.

-If the child is placed in Detention or Shelter Care by the Juvenile and Domestic Relations Court, placed in a psychiatric facility through Temporary Detainment Order, or child is determined to be a runaway based on a CHINS-Runaway petition being filed with Court Services Unit, you understand that the agency may terminate the parental agreement in writing with five (5) working days' notice.

**Appeal Process:**

You understand that if you disagree with the decision of the Agency to terminate the agreement, you have the right to appeal this decision to the CPMT by submitting a written request in accordance with local policy.