

# **MULTIPLE NEEDS CHILD**

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## DEFINITIONS

### *Multiple Needs Child*

A child coming to the attention of the juvenile court or one of the entities listed herein who is at imminent risk of out-of-home placement or a placement in a more restrictive environment, and whose needs require the services of two or more of the following entities: Department of Youth Services, public school system (services for exceptional needs), Department of Human Resources, Department of Public Health, juvenile probation officers, or Department of Mental Health and Mental Retardation. Article 5, §12-15-501(2), Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

### *County Team*

A county children's services facilitation team. Article 5, §12-15-501(1), Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

### *State Team*

The Alabama Children's Services Facilitation Team. Article 5, §12-15-501(3), Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

### *Juvenile Court*

The juvenile or family court division of the circuit or district court having jurisdiction over juvenile proceedings matters as provided by this chapter. Article 1, §12-15-102(12), Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

### *Legal Custodian*

A parent, person, agency, or department to whom legal custody of a child under the jurisdiction of the juvenile court pursuant to this chapter has been awarded by order of the juvenile court or other court of competent jurisdiction. Article 1, §12-15-102(15), Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

### *Legal Custody*

A legal status created by order of the juvenile court which vests in a legal custodian the right to have physical custody of a child under the jurisdiction of the juvenile court pursuant to this chapter and the right and duty to protect, train, and discipline the child and to provide the child with food, shelter, clothing, education, and medical care, all subject to the powers, rights, duties, and responsibilities of the legal guardian of the person of the child and subject to any residual parental rights and responsibilities. A parent, person, agency, or department granted legal custody shall exercise the rights and responsibilities personally, unless otherwise restricted by the juvenile court. Article 1, §12-15-102(16), Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

## OVERVIEW OF MNC

First statutorily addressed by the Juvenile Justice Act of 1990, the current Multiple Needs Child provisions became effective on April 27, 1993, when the Multiple Needs Child Act (MNCA) was signed into law. With the passage of the Alabama Juvenile Justice Act of 2008, the Multiple Needs Child provisions are located in Article 5. The MNCA is for children who need services from two or more agencies and are at risk of out-of-home placement or movement into a more restrictive environment. These children's needs are often multifaceted and require intensive collaborative efforts and service coordination from the child care agencies.

The MNCA required the development of the Executive Council, the State Children's Services Facilitation Team (SCSFT) and county Children's Services Facilitation Teams (CSFT).

### *Executive Council*

The Executive Council is comprised of the heads of the following departments or agencies: the Department of Education, Human Resources, Mental Health, Public Health, and Youth Services. The Executive Council is responsible for providing general supervision and oversight over the State Children's Services Facilitation Team (SCSFT), overseeing financial arrangements, approving its state plan and budget, approving policies and procedures, and establishing minimum standards for the operation of the county Children's Services Facilitation Teams. Article 5, §12-15-504, Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

### *State Children's Services Facilitation Team*

The State Children's Services Facilitation Team (SCSFT) consists of a representative appointed by the head of each of the following departments, agencies, or organizations: the Department of Education, Human Resources, Mental Health, Public Health, Youth Services, and the Alabama Chief Probation Officers Association. The SCSFT is responsible for planning for multiple needs children and for implementing the legislation within the policies approved by the Executive Council. Article 5, §12-15-505, Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

### *Case Review Committee*

The SCSFT established a Case Review Committee (CRC) which is responsible for reviewing referrals submitted by the county CSFTs and for making recommendations to the SCSFT regarding the referrals. The CRC members are appointed by their respective SCSFT member for the following agencies: Department of Education, Human Resources, Mental Health, Public Health, and Youth Services. CSFTs must adhere to the CRC referral procedures approved by the SCSFT.

## *County Children's Services Facilitation Teams*

The county Children's Services Facilitation Team (CSFT) is comprised of a representative appointed by the head of the following departments, agencies, or organizations: local education agency or agencies, the county Department of Human Resources, the Department of Mental Health, the Department of Youth Services, and a juvenile probation officer appointed by the presiding juvenile court judge. The CSFTs are responsible for collaboratively staffing and developing individualized plans for children identified as multiple needs children. CSFTs serve as resources to the juvenile courts as well as to the participating local child serving agencies. If local resources have been exhausted, the CSFT may refer the child's case to be staffed by the SCSFT. Article 5, §12-15-506, Ala. Code 1975 (Alabama Juvenile Justice Act of 2008).

## **Glossary**

Various terms used in this policy manual are described below:

**State Children's Services Facilitation Team:** Also referred to as the State Team, SCSFT, ACSFT, state MNC Team, Alabama MNC Team.

**Case Review Committee:** Also referred to as the CRC and the state review team.

**County Children's Services Facilitation Team:** Also referred to as the Local Team, CCSFT, County CSFT, CSFT, and county local team.

**Referral Form:** Also referred to as the CRC Referral Form, SCSFT referral form, state referral form, MNC referral form, the CRC of the SCSFT referral form, and ACSFT referral form.

**Monthly Staffing Report:** Also referred to as the Children First monthly report, CF monthly report, local staffing report, and monthly report.

**MNC Office:** Employees of the MNC Office.

**Children First Disbursement:** Also referred to as local CF funding, local quarterly disbursement, CF allotment, and local allocation.

**Emergency Protocol:** Also referred to as EP referral or EP procedure.

**Least Restrictive Environment:** Also referred to as LRE. Per Article 5, §12-15-505(e)(4), Ala. Code 1975 (Alabama Juvenile Justice Act of 2008) the State Team shall consult with the county teams to ensure that all efforts to provide services locally and in the least restrictive environment are exhausted before referral to the State Team.

**DMH/MR:** May 14, 2009 Bill signed to officially change name to DMH.

# REFERRAL AND STAFFING PROCEDURES

## COUNTY STAFFING

§12-15-502: If the case involves a child in need of supervision, or a status offender as defined in subdivision (4) of Section 12-15-201, who is at imminent risk of being placed in the legal or physical custody of the Department of Human Resources, the juvenile court shall refer the case to the county team.

§12-15-502: Upon referral to the county children's services facilitation team, the juvenile probation officer shall continue to provide case management to the status offender unless the county children's services facilitation team appoints another person to act as case manager. The juvenile probation officer shall participate in county children's services facilitation team meetings and share records information and reports on the status offender with the county children's services facilitation team.

It is recognized that there may be children likely to be multiple needs that are brought to the attention of the court or other authorities for immediate service/placement provision outside of the normal operating business hours. These cases may include immediate emergency placement through an involuntary placement arrangement by means of summary removal by appropriate authorities. No case may be refused for review by the county CSFT solely based on an agency receiving custody of an Alabama resident.

CSFT meeting time and frequency are established by the CSFT. A quorum (at least 3 of the 5 voting CSFT members) is required to meet. Members may not send a proxy. Each CSFT shall elect a Chair and Co-Chair. The Co-Chair shall perform the Chair's duties in their absence or upon the Chair's request.

Parents and/or parental surrogates are welcome to attend on the day their child will be discussed in order to share their concerns, wishes and/or provide any other information to the CSFT. The parents/parental surrogates may also bring anyone they deem appropriate with them to the staffing. **However due to confidentiality issues, only CSFT members can be present when the actual plan is being considered, developed, and/or finalized.**

It is helpful and considerate to prepare the parent/parental surrogate before attending the meeting about what to expect:

1. They should be made aware of when their child's case will be discussed.
2. They may bring anyone they deem appropriate with them to present information to the CSFT.
3. They may provide their concerns and/or wishes in writing in advance of the meeting for the CSFTs consideration.
4. It is helpful to tell them in advance what time limit they will have to share any wishes or concerns about their child (i.e., some CSFTs provide a 15-20 minute time frame).

5. They should be thanked for coming and provided with a time frame of when and who will be contacting them regarding the outcome of the meeting.
6. When appropriate, the CSFT may consider utilizing technology such as phone, video, etc. in order to have a parent, child, or other individual(s) present.

It should be noted this is not a time for in depth questions about the process. Any questions requiring lengthy discussion about the process should be addressed with the parent/parental surrogate outside of the actual staffing. It is also important that the plan/outcome is approved by the CSFT and then accurately relayed to the parent/parental surrogate. Lastly, it is important to note that custody does not have to be relinquished for CSFT and/or SCSFT staffing or service provision.

## **REFERRAL TO THE STATE TEAM**

The Chairperson (or Co-Chairperson in the Chair's absence) of the CSFT should submit the referral packet to the MNC Office by the third Tuesday of the month to be staffed by the CRC on the fourth Tuesday of the month (or prior to the SCSFT meeting). Children must be staffed by the CSFT prior to referral to the CRC of the SCSFT. The MNC Office will disseminate appropriate documents to the CRC members to be reviewed prior to the staffing. Upon completion of the CRC staffing, the MNC Office will submit CRC recommendations to the SCSFT for consideration. The SCSFT typically meets no later than the second week of the month. Final SCSFT recommendations will be provided to the Chairperson or Co-Chairperson of the CSFT by the MNC Office. Prior to initiation of services, there must be disposition of any and all pending legal issues. Disposition requires a final order and sentencing of all criminal, delinquent, and/or pending legal issues.

### **Referral packets should include the following information:**

- All recent (previous 6 months-1 year) material reviewed by the CSFT
- Minutes of the CSFT "staffing" of the case and/or documentation of the needs identified by the CSFT
- If the juvenile court is involved, a copy of the CSFT "plan" submitted to the Court
- Written case summary of local efforts to address needs
- Background information
- Identify strengths and needs, match needs to services and desired plan from CSFT
- Service objectives and priorities
- Identify service providers
- Make CSFT assignments (including case management responsibility) and recommendations regarding utilization of local funding, as appropriate
- Update any changes in unresolved cases, include progress on CSFT assignments, assuring service delivery, and locating placement/service (if needed)



- Completed CRC referral form (see Appendix 1) signed by the CSFT Chair (or the Co-Chair, in the Chair's absence)

#### **Update Cases:**

- Should have an update prior to the ending of the SCSFT funding approval
- Written quarterly reports should be submitted by the CSFT to the MNC Office
- Should have updates more often when a service arrangement is expected to be of short duration and a new service arrangement or placement alternative will be necessary

#### **Re-entering Cases:**

- If re-referring a child not currently funded, an update regarding current status should be provided
- Referral packet previously provided does not have to be re-submitted
- The CSFT should address prior recommendations and additional information, as requested by CRC and/or the SCSFT

In the event the CRC approves new service initiation, a funding approval email for service initiation will be provided by the MNC Office to the CSFT Chair and/or Co-Chair. Referrals still requiring additional information are considered "pending" and additional information may be requested in order to be staffed by the CRC prior to the SCSFT meeting. At times, the CRC may recommend that the CSFT explore services other than what was requested by the CSFT. Should this occur, the Chair, Co-Chair, and/or the CSFT CM will be notified by the MNC Office. It is critical for the Chair/Co-Chair to contact the MNC Office if the child's status changes or if additional information has been received which may make the service(s) recommended by the CRC unavailable or no longer a viable option. In this situation, an email from the Chair/Co-Chair providing the "new" information and any available supporting documentation (if applicable) is sufficient for continued staffing prior to SCSFT staffing. Again, the CRC will continue to staff the case, if needed, up to the date of the SCSFT meeting. Please note that the CSFT **always has the option to request reconsideration for the outcome of any CRC/SCSFT staffing.**

## **EMERGENCY PROTOCOL REFERRAL PROCEDURE**

For Emergency Protocol (EP) consideration, the county CSFT Chair (or the Co-Chair in the Chair's absence) can request the referral be addressed under EP procedure. Once the information is received by the MNC Office it will be reviewed and a determination will be made regarding the request for EP consideration. This determination involves the following criteria: staffing by the CSFT with identification of plan; submission of referral form plus supporting documentation; referral and acceptance with immediate availability by service provider; and risk of losing service if not staffed prior to the regular CRC staffing date. Please see bullets below for further information regarding this process:

- The CSFT must staff the child locally. If the child is at risk of losing service provision prior to the CRC staffing, the CSFT may consider requesting Emergency Protocol (EP) consideration. If approved by the CSFT, the CSFT Chairperson (or the Co-Chair, in the Chair's absence) should contact the MNC Office to obtain approval to proceed with the EP referral. A completed referral packet must also be submitted for consideration (see Referral Procedures).
- If approved for EP referral, the MNC Office will notify the CRC members and CSFT Chair or Co-Chair by email that the referral has been approved for emergency protocol staffing. The CSFT Chair or Co-Chair is responsible for notifying the CSFT members to contact their state counterparts on the CRC for consultation and guidance.
- The CRC members will have a targeted response time of three (3) regular business days to respond to the MNC Office regarding recommendations. If unresolved after three (3) regular business days, the EP referral will be submitted to the SCSFT for staffing. The targeted response time for the SCSFT is also three (3) regular business days from the date of submission to the SCSFT from the MNC Office.
- The MNC Office will notify the CSFT Chair, Co-Chair, and/or CSFT CM of the staffing results. Regardless of the EP results, the referral will be included on the next regularly scheduled CRC meeting.

## **CHILDREN FIRST FUNDING GUIDELINES**

Each county Children's Services Facilitation Team (CSFT) will receive appropriated Children First (CF) funding based upon the per capita child population, according to the most recent federal census. The funds will be used to provide services to multiple needs children identified by the CSFT or referred by the juvenile court. Each child must have an individualized service plan, which is within the guidelines, policies, and procedures of the State Children's Services Facilitation Team (SCSFT). The CSFT Chair or the Chair's designee must submit monthly CF reports (adhering to the CF reporting requirements) in order to be considered for quarterly disbursements.

The CSFT Children First funding will be sent to the County Department of Human Resources (DHR) to be utilized by the CSFT. The SCSFT agreed to handle the distribution of the CSFT funds in this manner since each county DHR office has an existing accounting mechanism to handle the funds. The CSFT Chairperson (or the Co-Chair in the Chair's absence) will be responsible for authorizing payment approval on the behalf of the CSFT. The CSFT Chairperson should meet with the County DHR office regarding the payment process. In order to process invoices, the County DHR Finance Office must have authorization from the CSFT Chair/Co-Chair. This can be handled through the dissemination of the approval letters to the County DHR Finance Office. However, the County DHR Finance Office may require an approval signature from the CSFT Chair (or the Co-Chair in the Chair's absence) on each invoice. It is critical that the invoices are submitted to the County DHR Finance Office in a timely manner.

The county CSFT portion of the Children First Funds received from the State Multiple Needs Children Fund can be used to purchase services for multiple needs children up to 18 years of age identified by a member of the CSFT or referred by the juvenile court. If funding is approved by the CSFT for a child prior to their 18<sup>th</sup> birthday, services must be initiated prior to the child's 18<sup>th</sup> birthday and then may continue without interruption up to their 19<sup>th</sup> birthday. In the event SCSFT funding was initiated prior to the 18<sup>th</sup> birthday and additional services are indicated after the 18<sup>th</sup> birthday and upon the completion of SCSFT funding, the CSFT may initiate local CF funding consideration for services up to the child's 19<sup>th</sup> birthday.

Approved services may include but not be limited to behavioral aide services (behavioral aide services must include documentation regarding behavior change plan), in-home intervention, respite services, residential services, outpatient mental health treatment services not available through member agency providers (i.e., community mental health centers), etc. The CSFT should serve the child in the least restrictive setting possible to address their special needs, preferably in the child's home or in the child's community. The CSFT should consult with the Director of the Multiple Needs Child Office, before initiating services not listed herein.

Although the family may benefit from the services provided, the funded services are to be provided to the child as indicated in the child's service plan. The funds cannot be

used for clothing, supplies, medical costs, prosthetic devices (including glasses, hearing aids, braces, etc.), birthday/holiday gifts, hygiene costs (including haircuts), day care services, allowance, travel costs, household needs, food, electricity/water/telephone costs, rent/mortgage payments, inpatient services, direct administrative costs, etc. It should be noted that CF funds are not an appropriate funding source for services provided through existing agency funding sources.

The CSFT can only utilize the funds currently deposited in the “CSFT Account” maintained by the County DHR office. If a child needs services that will extend beyond the funding available, the CSFT should refer the child to the SCSFT prior to placement or initiation of services. For example, if the CSFT receives \$10,000.00 annually and they are staffing a child who is in need of residential services at a cost of \$100.00 per day with an anticipated placement of 6 – 8 months, the CSFT should refer the child to the SCSFT. The cost of the placement beginning June 1<sup>st</sup> through September 30<sup>th</sup> will be \$12,000.00 (122 days x \$100.00), which will exceed the CSFT funding. The CSFT can only agree to services that can be addressed through their portion of the CF funding.

The CSFT can refer a child to the Case Review Committee (CRC) of the SCSFT with a recommendation to utilize a portion of the CSFT funding for services and requesting that the SCSFT begin funding once CSFT funding has ended. For example, using the case referenced above, the CSFT could refer the child to the CRC and request that the SCSFT consider funding services for the child beginning September 1<sup>st</sup> (i.e., the CSFT funds 92 days @ \$100 - \$9,200.00, which is in their budget). The CSFT should refer the child referenced above to the CRC prior to placement (utilizing the CRC/SCSFT Referral Procedure or the Emergency Protocol Referral Procedure). The CSFT cannot assume the SCSFT will automatically fund a case once the CSFT funding has ended.

The CSFT should project obligations for each service approved through the current fiscal year. Children needing services extending into the next fiscal year must be referred to the SCSFT prior to service initiation. The time frame for local Children First expenditures is October 1<sup>st</sup> through September 30<sup>th</sup>. Any funds not spent or encumbered/obligated must be returned to the State DHR Finance Division (indicating on the check the funds are from the Children First/Multi-Needs Funds Account) no later than October 15<sup>th</sup> or as requested by State DHR Accounting.

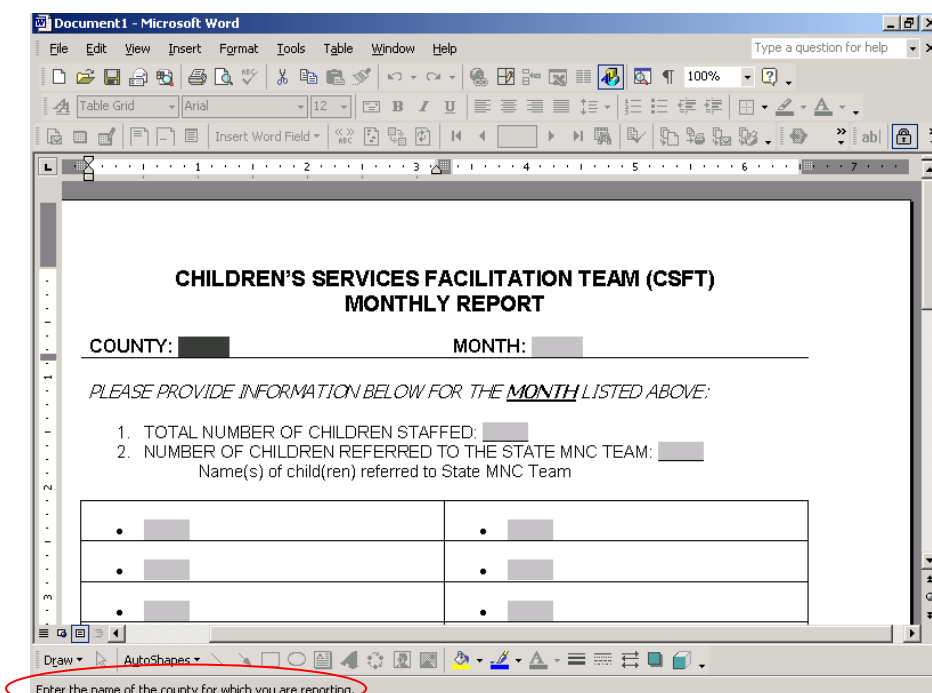
It is important to note that the information submitted on the CF monthly reports will be used to educate advocates, agencies, legislators, and other stakeholders to the need for continued Children First funding and support for the MNC initiative. Additionally, it will provide information which may be used to address gaps in the system and project funding and/or service needs.

# MONTHLY COUNTY CSFT STAFFING REPORT

Monthly staffing reports are due by the 10<sup>th</sup> of the month (i.e., October report is due by November 10<sup>th</sup>). Only one month should be included on each report. Forms can be completed and submitted electronically (see instructions below), mailed, faxed, or hand delivered to the MNC Office.

## Instructions

Place cursor in a gray field. The instructions should appear on the lower part of the computer screen. (See example below):



Press the F1 key for help text or contact the MNC Office for assistance.

Once information is entered in a field, hit the “tab button” and the cursor will move to the next field.

If the CSFT did not meet during the month being reported, complete the “County” and “Month” fields. A “0” should be entered in the “Total Number of Children Staffed” field and then submit the form to the MNC Office.

Only put the number of children staffed by the CSFT. For example, if the CSFT staffed 5 children in October, referred 2 of these children to the SCSFT, and addressed funding for one child thru local CF funds, the form should reflect the following:

- TOTAL NUMBER OF CHILDREN STAFFED: 5
- NUMBER OF CHILDREN REFERRED TO THE STATE MNC TEAM: 2 (Place the first and last names of the children in the field directly below this area.)
- NUMBER OF CHILDREN APPROVED FOR UTILIZATION OF COUNTY CSFT CHILDREN FIRST FUNDS: 1 (Complete required information listed directly below this area.)

In November, the CSFT staffs the 2 children sent to the SCSFT in October (for the sake of this example let's say they were both funded by the SCSFT). Count these 2 children in the "Total Number of Children Staffed" field but do not include them in the "Number of Children Referred to the State MNC Team" field for the month of November unless an official referral is being submitted to the State Team. In this example, the CSFT approved the utilization of local CF funds in October for a child thru December 31. If this child is also staffed in November, the child should be counted in the "Total Number of Children Staffed" field and not in the "Utilization of Local CF Funds" field for November because November has already been reported in the October report. The only exception would be if the funding arrangement changes. For example, the child was receiving behavioral aide services for 2 hours a day and the CSFT agreed to increase the hours to 3 hours a day or the provider/service changed.

For children approved for local CF funding, please be sure to include the type of service approved (i.e., behavioral aide, psychological evaluation, counseling, outpatient treatment, respite services, residential services, etc.), the period of time approved (i.e., beginning October 1 thru December 31), the rate (i.e., hourly, daily per diem, total calculated dollar amount, etc.), and the provider's name. There is an additional page attached to add additional local CF funded children, if needed. Reports should include any obligated local Children First funding regardless of whether it has been billed or paid. The MNC Office will contact the CSFT Chair, Co-Chair, Chair's designee, and/or the County DHR Finance Officer if additional information is needed.

## Other MNC Policy Considerations

- Children First funds are utilized according to the approved Plan of Investment submitted to and approved by the Department of Children's Affairs.
- County CSFTs must submit required Children First monthly staffing reports to the MNC Office in a timely manner in order to be eligible for quarterly Children First disbursements. Should CSFT CF funds be held, the CSFT will not be eligible for future CF disbursements until all pending reports are submitted. County CSFT funding that is held will revert to the SCSFT CF fund and is no longer eligible for release to the county CSFT. The funds held will be used to address the MNC population.
- Children referred to the SCSFT for funding consideration must be submitted and approved for funding by the SCSFT prior to their 18<sup>th</sup> birthday. If funding is approved by the SCSFT for a child prior to their 18<sup>th</sup> birthday, services must be initiated prior to the child's 18<sup>th</sup> birthday and then may continue without interruption up to their 19<sup>th</sup> birthday, as approved by SCSCT staffing(s).
- Pursuant to §12-15-108, Ala. Code 1975, a judge cannot order payment for services for a child staffed or with a finding of MNC.
- MNC designation can only be obtained as provided in Alabama Juvenile Justice Act of 2008 §12-15-502 or §12-15-506(d), Ala. Code 1975, and not an original court filing initiated by an attorney, parent, agency, or other entity.
- A finding of MNC is not a disposition of a petition.
- Children must be staffed by the county CSFT prior to a SCSFT/CRC staffing. Initiation of a request by an agency cannot result in bypassing CSFT staffing.
- Referrals to SCSFT must be submitted by the County CSFT in the child's county of residence. It is noted that some children may receive services across county lines and/or may have visitation or temporary residence with other family members, etc. However, referral and staffing must occur with the County CSFT of the primary legal custodian's county of residence where the child will or has resided.
- Referral through MNC process cannot proceed with serious criminal felony charges (i.e., Class A & B).

- Anyone wishing to obtain records held by the Multiple Needs Child Office, members of the State and/or County Children's Services Facilitation Teams shall petition the original source where the records are kept.
- A referral of a child to a county CSFT is not intended to replace the normal collaboration that occurs between and among agencies on behalf of children and families.
- To the extent MNC funding is available and on a limited case by case basis the SCSFT can consider assisting a custodial parent or custodial entity in identifying additional resources of needed treatment or support services. The referral must follow MNC referral procedures.
- It is not necessary for an agency to hold custody of a child in order to be staffed or served through the MNC process. The parent, parental surrogate, or legal guardian must provide consent for any approved service provision approved by the SCSFT prior to service initiation as services through MNC are voluntary. The same is true for the CSFT utilizing local Children First funding.
- Once a child is staffed by the CRC, the county CSFT can contact the MNC Office to obtain the results of the CRC staffing. If the child is approved for services, the MNC Office can assist the CSFT in initiating the needed service prior to the official SCSFT staffing.
- The SCSFT has authorized approval for the MNC staff to provide the CRC response/recommendation(s) to the county CSFT and others in order to initiate service provision or to notify the CSFT of denial prior to SCSFT staffing. After SCSFT staffing, an official SCSFT authorization letter will be submitted to the CSFT Chair and will reflect funding share(s) and stipulations and/or recommendations for those cases approved for funding.
- Upon completion of the CRC staffing, the Case Review facilitator or other appropriate MNC staff will review the CRC recommendations with the MNC Director. In cases where funding has been recommended by the CRC but the MNC Director deems further review may be warranted, the response will be held until the official SCSFT staffing.
- SCSFT and CRC meetings are only attended by SCSFT, CRC members and appropriate MNC Office staff during staffing of referrals. SCSFT members may attend CRC meeting(s) in the CRC member's absence. However, should a CRC member attend a SCSFT meeting due to the absence of the SCSFT member, this may not constitute quorum requirements. If a SCSFT or CRC member is unable to carry out the requirements of serving on the CRC or SCSFT, the appointing entity shall appoint another individual to serve in this capacity. SCSFT members are appointed by their agency representative on the Executive Council and the CRC members are appointed by their agency representative on



the SCSFT. In the event a SCSFT or CRC member is unable to attend or send their CRC or SCSFT representative to the meeting, they shall provide their input and/or response needed to Chair or to the appropriate MNC Office staff to share with the CRC and/or SCSFT.

- Pursuant to Alabama Juvenile Justice Act of 2008, §12-15-506(e)(3), Ala. Code 1975, the county team is authorized to exchange records, documents, and information among members of the county and State Teams, as well as the departments or agencies the members represent, for the purposes of assessment, planning, and delivery of services to children. County CSFTs are separate entities from other child and family serving teams, such as multi-disciplinary teams. Including other individuals at this meeting is not covered by the sharing of information addressed in §12-15-506(e)(3), Ala. Code 1975. Although members of the county CSFT may be members of other child & family serving teams, it is critical to keep the county CSFT responsibilities and functions distinct from the other teams.
- County CSFT Chair and/or Co-Chair rotation is encouraged and should coincide with the fiscal year (October 1 – September 30) in order to facilitate CF fiscal responsibilities (i.e., election held in September with Chair and/or Co-chair assuming responsibilities in October).
- Pursuant to Alabama Juvenile Justice Act of 2008, §12-15-506(e)(5), Ala. Code 1975, the county team may consult with the State Team, however, in the event the county team consults with the state team because of an inability to agree on a plan or needs assistance in developing a plan, the plan developed by the state team “shall be binding” on the county team, as well as the department, agencies, or organizations represented.
- Pursuant to Alabama Juvenile Justice Act of 2008, §12-15-505(f), Ala. Code 1975, the State Team may employ staff to carry out the duties of the SCSFT. The Director of the MNC Office shall be supervised by the State Team Chair. The State Team Chair shall complete the Director’s annual and mid-year review as the Rating Supervisor with the Chair of the Executive Council being the Reviewing Supervisor.
- Pursuant to Alabama Juvenile Justice Act of 2008, §12-15-505(f), Ala. Code 1975, the State Team may employ staff to carry out the duties of the SCSFT. The Director of the MNC Office shall be supervised by the State Team Chair. The MNC Director shall be the Rating Supervisor for all other MNC Office staff with the State Team Chair being the Reviewing Supervisor. The State Team Chair shall be the rating Supervisor for the MNC Director with the Executive Council Chair being the Reviewing Supervisor.

## **MNC FORMS & LOA**

### **Referral Form**

Current SCSFT approved referral form must be submitted with all referral packets (see Appendix 1).

### **Monthly Staffing Reports**

Current SCSFT approved monthly staffing form is due by the 10<sup>th</sup> of the month (i.e., October report is due by November 10<sup>th</sup>) to be considered for the quarterly CF disbursement (see Appendix 2).

### **Administrative Letter of Agreement**

Pursuant to Alabama Juvenile Justice Act of 2008, Article 5, §12-15-505, Ala. Code 1975, the State Team may employ staff to carry out the duties of the SCSFT. Whereas funding was not appropriate to provide for staff support to implement the Act, the agencies annually enter in to a LOA to equally share the administrative cost of the MNC Office not covered by other funding sources. This LOA is considered at the Executive Council meeting and signed by the Commissioner of DHR, Commissioner of DMH, Director of Youth Services, State Superintendent for the Department of Education, and State Health Officer for the Department of Public Health.

### **Shared Services Letter of Agreement**

This agreement is for the provision and allocation of funds to pay for services for children jointly served by two or more of the departments entering in to the agreement. DHR is the identified fiscal agent and maintains the accounts with the agencies providing funding as stipulated in the agreement. This LOA is considered at the Executive Council meeting and signed by the Commissioner of DHR, Commissioner of DMH, Director of Youth Services, State Superintendent for the Department of Education, and State Health Officer for the Department of Public Health.

### **Letter of Agreement between DMH and DHR**

Pursuant to Alabama Juvenile Justice Act of 2008, Article 5, §12-15-505, Ala. Code 1975, the State Team may employ staff to carry out the duties of the SCSFT. The agencies enter in to a LOA annually to equally share the administrative cost of the MNC Office not covered by other funding sources. The DMH has been identified as the hiring agency for MNC Office staff and pays salary and expenses and then invoices DHR as the fiscal agency for reimbursement from the other agencies funds held at DHR in the MNC Administrative Fund. This LOA is considered at the Executive Council meeting and signed by the Executive Council Chair, SCSFT Chair, Commissioner of DHR, and Commissioner of DMH.

<b>MULTIPLE NEEDS CHILD                      CASE REVIEW COMMITTEE OF THE SCSFT REFERRAL FORM</b>						
(THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED BY THE CHAIRPERSON OF CCSFT)						
CHILD'S LAST NAME	FIRST NAME	MI	SEX	RACE	DOB	
SOCIAL SECURITY NUMBER	PRESENT CUSTODY		PRIOR CUSTODY			
<b>XXX-XX-</b>						
AGENCIES PROVIDING OR INVOLVED IN PROVIDING SERVICES PRIOR TO CRC STAFFING (CHECK ALL THAT APPLY)						
SPECIAL ED	DHR	MH	JPO	DPH	DYS	OTHER (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIST IQ, DIAGNOSIS & VERIFIED MENTAL, SUBSTANCE ABUSE, PHYSICAL, &/OR BEHAVIORAL CONDITIONS (SEND MOST CURRENT IEP, MEDICAL, MENTAL, SOCIAL EVALUATIONS &/OR TESTING RESULTS AVAILABLE).						
CURRENT PLACEMENT:			DATES:			
PREVIOUS PLACEMENT(S): (Include any discharge summaries within past 12 months.)			DATES:			
<input type="checkbox"/> CHILD <u>HAS</u> BEEN ADJUDICATED MNC ( <u>NOT</u> a requirement for staffing) <input type="checkbox"/> CHILD <u>RECEIVES</u> BENEFITS SUCH AS MEDICAID OR SSI						
LEGAL HISTORY WITH DATES:						
BRIEF IDENTIFICATION OF CHILD'S CURRENT NEEDS/BEHAVIORS WHICH REQUIRE CSFT STAFFING:						
CSFT STAFFING RESULTS & PLAN (Include summary of least restrictive services &/or treatment efforts.):						
SPECIFIC REQUEST OF STATE CHILDREN'S SERVICES FACILITATION TEAM:						
CHAIRPERSON:			DATE:			
TELEPHONE:			COUNTY:			
CASE MANAGER/CONTACT PERSON:			AGENCY:			
EMAIL:			TELEPHONE:			

Revised 8/24/2011

*Monthly Staffing Reports*

**APPENDIX 2**  
(PAGE 1 of 2)

**CHILDREN'S SERVICES FACILITATION TEAM (CSFT)  
MONTHLY STAFFING REPORT**

**COUNTY:** \_\_\_\_\_ **MONTH:** \_\_\_\_\_

**PLEASE PROVIDE INFORMATION BELOW FOR THE MONTH LISTED ABOVE:**

1. TOTAL NUMBER OF CHILDREN STAFFED:
2. NUMBER OF CHILDREN REFERRED TO THE STATE MNC TEAM:  
Name(s) of child(ren) referred to State MNC Team

•	•
•	•
•	•
•	•

**PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE CHILD(REN)  
APPROVED FOR LOCAL CHILDREN FIRST FUNDING:**

3. NUMBER OF CHILDREN APPROVED FOR UTILIZATION OF COUNTY CSFT CHILDREN FIRST FUNDS:

NAME:		
DOB:	SEX:	RACE:
SERVICE APPROVED:		
PERIOD OF SERVICE:	<i>From:</i>	<i>To:</i>
PROVIDER:	RATE & TOTAL AMOUNT: \$	
NAME:		
DOB:	SEX:	RACE:
SERVICE APPROVED:		
PERIOD OF SERVICE:	<i>From:</i>	<i>To:</i>
PROVIDER:	RATE & TOTAL AMOUNT: \$	

**COUNTY:**

**MONTH:**

NAME:		
DOB:	SEX:	RACE:
SERVICE APPROVED:		
PERIOD OF SERVICE:	<i>From:</i>	<i>To:</i>
PROVIDER:	RATE & TOTAL AMOUNT: \$	

NAME:		
DOB:	SEX:	RACE:
SERVICE APPROVED:		
PERIOD OF SERVICE:	<i>From:</i>	<i>To:</i>
PROVIDER:	RATE & TOTAL AMOUNT: \$	

NAME:		
DOB:	SEX:	RACE:
SERVICE APPROVED:		
PERIOD OF SERVICE:	<i>From:</i>	<i>To:</i>
PROVIDER:	RATE & TOTAL AMOUNT \$	

NAME:		
DOB:	SEX:	RACE:
SERVICE APPROVED:		
PERIOD OF SERVICE:	<i>From:</i>	<i>To:</i>
PROVIDER:	RATE & TOTAL AMOUNT: \$	