

LAMOILLE INTERAGENCY NETWORKING TEAM



Procedures for Collaborative Interagency
Teams That Provide Support for
Lamoille Valley Children, Youth and Families.

TABLE OF CONTENTS

• Definitions and Protocols	
○ Lamoille Interagency Networking Team	page 1
○ Gatekeeper	page 1
○ Site-Based Teams	page 1
○ Interagency Treatment Team	page 1
○ How an Interagency Team is Organized	page 2
○ Local Interagency Teams (LIT)	page 3
○ State Interagency Team (SIT) – Case Review Committee (CRC)	page 3
○ Child Protection Team (CPT)	page 3-4
• Referral Protocol Flow Chart	page 5
• Referral Protocol At-a-Glance	page 6
• Addendum:	
○ LIT Referral Checklist	Addendum A
○ Resource List of Interagency Partners	Addendum B

Complete CSP Document available at link below:

<http://vtcsp.blogspot.com/2008/12/tools-and-resources.html>

DESIRED OUTCOMES FOR CHILDREN, FAMILIES AND INDIVIDUALS¹

- 1. Vermont has a prosperous economy.**
- 2. Vermonters are healthy.**
- 3. Vermont's environment is clean and sustainable.**
- 4. Vermont's communities are safe and supportive.**
- 5. Vermont's families are safe, nurturing, stable, and supported.**
- 6. Vermont's children and young people achieve their potential.**
 - (A) Pregnant women and young people thrive.**
 - (B) Children are ready for school.**
 - (C) Children succeed in school.**
 - (D) Youth choose healthy behaviors.**
 - (E) Youth successfully transition to adulthood.**
- 7. Vermont's elders and people with disabilities and people with mental conditions live with dignity and independence in settings they prefer.**
- 8. Vermont has open, effective, and inclusive government at the State and local levels.**

1. Act 186, signed into law June 11, 2014

DEFINITIONS & PROTOCOLS

LAMOILLE INTERAGENCY NETWORKING TEAM (LINT): On the first Tuesday of each month the Lamoille Interagency Networking Team (LINT) meets from 8:30 – 10:00 a.m. in the Agency of Human Services conference room in the Morrisville District Offices located at 63 Professional Drive. LINT members are representatives of the Lamoille Valley Schools, social service providers, family members and other members of our child and family support networks. Policies and practices regarding the System of Care for young people, aged 0-22, and their families are discussed during the meeting. The Team has the responsibility to oversee the effective functioning of the Local Interagency Team (LIT) process.

LINT meetings are open to anyone who would like to participate. For more information or to be added to the distribution list, contact the Children's Services Director at Lamoille County Mental Health Services.

GATEKEEPER: Each partner agency/school shall designate a "gatekeeper" who understands and knows how to access the interagency team system. Gatekeepers determine whether or not a case is appropriate to request a consultation, Child Protection Team or Local Interagency Team and are authorized to request them. Gatekeepers are expected to participate in, or to designate someone as their representative during, interagency team meetings. Gatekeepers also serve as the point person for requests for participation by their agency/school's representatives for a Consultation, Child Protection Team, or Local Interagency Teams.

SITE-BASED TEAM: A Site-based Team is comprised of staff from within **one** agency or school working to support a child, youth and their family.

INTERAGENCY TEAM: An Interagency Team is comprised when staff from **two** or more agencies or schools are working together to support a child, youth and their family. The Interagency Team may be an expansion of and/or include members from the Site-based Team. The Interagency Team will identify one of its members to facilitate and organize meetings and to invite participants. Organization includes distribution of all preparatory materials a minimum of 5 business days before the meeting. It is considered best practice to develop a written plan when an Interagency Team is formed or as soon thereafter as is practical. Once an Interagency plan is created it will be distributed a minimum of 10 business days after the changes have been made.

The Interagency Team may consist of the child/youth's parent(s) or guardian(s) and service providers from at least two different agencies/schools who offer specific services for the child/youth &/or family. The Interagency Team meets regularly to draw upon the child's/youth's & family's strengths to develop, plan, coordinate, manage and evaluate the case plan.

Every agency/school has a responsibility to inform a family that they can request a Coordinated Services Plan (CSP). Once the CSP is developed it will be distributed a minimum of 10 business days before the next Team meeting and is updated at least annually. When an Interagency Team has exhausted their options or resources and remains unable to implement a plan or to meet the identified needs of the family, youth or child, the Team is encouraged to invite other family/agency/school members to the Team for consultation. Individuals providing consultation can bring a fresh perspective on case practice, policy or funding and should be consulted prior to requesting a LIT. If after consultation has been sought and provided it is recommended that a CSP has been in place for a minimum of three (3) months. The Interagency Team may request a formal LIT Review by contacting the Lamoille Community Connections, Children's Director/LIT Coordinator.

How an Interagency Team is organized:

- An Interagency Team is formed when the needs of a child/youth and their family requires the involvement of two or more agencies to build a plan and coordinate activities.
- New members may be formally added to the Interagency Team at any time the Team deems it appropriate.
- The Interagency Team will identify one of its members as the Lead Service Coordinator to facilitate and organize meetings and to invite participants.
- When a consultation is requested the Team shall obtain written permission from the parent(s) or guardian(s) to hold the Team meeting with additional and designated individuals.
- The Gatekeeper or designated person wishing to convene individuals for a consultation identifies those individuals and agencies that the Team believes may have ideas to assist.
- Community and school partners agree to respond in a reasonable timeframe and to participate when called.

What to Expect from Interagency Team Meetings:

- The Lead Service Coordinator will ensure that permissions have been obtained, a sign-in sheet has been completed, and that the plan is copied and distributed to parent(s)/guardian(s) and any parties who have committed to providing services within 10 business days after the meeting.
- The Team discusses successes and challenges, records the updates and changes to the plan and updates or modifies a plan as appropriate to meet the needs of the child/youth and their family.
- Community and school partners bring a willingness to contribute resources, not limited to specific program/agency mandates.
- When the Team requests a consultation meeting a case description will be prepared by the Team to including information regarding the current status and obstacles related to success of the current plan for the child/youth and their family.
- A consultation is an opportunity to brainstorm and plan new or different services and coordinate services to meet the needs of the child/youth and the family.

What Happens after an Interagency Team Meeting?

- Members of the Interagency Team agree to implement specific actions/services utilizing the ideas generated by the Team or those adopted by the Team after a consultation.
- The Lead Service Coordinator will take responsibility for ensuring that the identified goals of the plan are assigned and addressed.
- When it seems necessary, additional consultation meetings may be scheduled in an attempt to achieve better outcomes for the same child/youth and their family.
- If after consultation and implementation of a CSP and systems, resource or case issues are still not resolved, then a LIT referral may be made (Refer to LIT Referral Checklist-Addendum A).

LOCAL INTERAGENCY TEAM (LIT):

In accordance with ACT 264 and the AOE/AHS Interagency Agreement, a referral can be made to the Local Interagency Team (LIT) when the Team has completed a CSP, sought consultation and still remains unable to address the needs of a child/youth or when the family of a child/youth makes a request for a LIT review as a result of:

1. The team is not collaborating effectively
2. Adequate resources or services (inc. Residential) are unavailable
3. The family or providers are not engaged in the plan or process
4. The family or providers are not in agreement about goals

At a minimum, the LIT is required to be composed of the community mental health center Children's Director, local school district Special Education Administrator, DCF Family Services District Director, a parent representative and the AHS Field Director. Other family members or guests may be invited to attend at the invitation of the team. It is recommended that a regional representative of the Vermont Adoption Consortium participate as active members of LIT when reviewing Coordinated Services Plans for children who are in a pre or post adoptive process.

Requests to schedule a referral with the LIT Team should be made to the Lamoille County Mental Health Services Children's Director/LIT Coordinator who shall schedule the LIT meeting.

The LIT Coordinator will review the LIT Referral Checklist (Addendum A), the Coordinated Services Plan and any other pertinent documentation made available. If the referral packet is not complete, it will be returned to the Interagency Treatment Team with recommendations to complete the referral. If the decision is made to convene a LIT meeting, the LIT Coordinator will disseminate the Coordinated Services Plan and any other additional information will be made available to all LIT members prior to the meeting. The Interagency team is responsible to be prepared to present the case to the LIT Team.

STATE INTERAGENCY TEAM (SIT):

If resolution can not be achieved after a formal LIT review, the LIT Coordinator will refer the case to the State Interagency Team, which encompasses the Case Review Committee (CRC); SIT may deliberate the case and make recommendations or may return the case to the local level for further consideration.

CHILD PROTECTION TEAM (CPT):

Child Protection Teams are local, multi-disciplinary teams that serve families whose children are at risk of abuse and/or neglect. 33 V.S.A. 4918 authorizes the CPT to help the Department for Children and Families/Family Services Division (DCF-FS) district offices to identify and treat child abuse and neglect cases by:

- Diagnosing or identifying cases;
- Developing comprehensive treatment plans; and
- Coordinating the services set out in the treatment plans – for all cases referred to the teams.

Team members represent a variety of community agencies and services that are officially empanelled to serve by the District Director of DCF-FS and held to the strictest level of confidentiality regarding all information disclosed at the meeting. The CPT may discuss a family without the family's participation or knowledge if the child's safety is in question.

How a Child Protection Team (CPT) is organized:

- Child Protection Meetings are held in each supervisory union in the Lamoille Valley. An additional CPT meeting is held monthly with the Children's Integrated Services Team to address the needs of non school aged children.
- An individual working with a child/student and/or family who has a concern about the safety of the child/student contacts his/her agency or school's gatekeeper. He/she should describe the primary safety concerns and reasons for requesting a CPT.
- The Gatekeepers and the DCF-FS Supervisors will schedule CPT meetings and will be responsible for inviting participants to the CPT and setting up the meeting logistics.
- CPT meetings are not generally crisis driven but are more preventative in nature.

What to expect during a Child Protection Team Meeting:

- The DCF-FS District Director or designee for specific cases may temporarily empanel Service providers if they are not already empanelled members of standing CPTs. A list of providers will be provided to DCF/Fs in September to initiate the empanelment process.
- The CPT discusses specific safety concerns, successes and challenges.
- CPT members brainstorm and determine solutions to address the concerns and needs
- The CPT develops a plan to address safety and other needs and may include recommendations to change service delivery if deemed necessary

What Happens After a Child Protection Team Meeting?

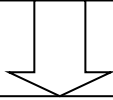
- Members of the CPT agree that their agency or school will implement specific actions/services utilizing the ideas generated during the CPT meeting.
- The CPT will designate a person to serve as the Lead Service Coordinator prior to the conclusion of the meeting who will take responsibility for ensuring that the identified goals of the plan are assigned and addressed.
- When it seems necessary, additional meetings may be scheduled in an attempt to achieve better outcomes for the same child/youth and family.

Stages of Lamoille Teaming Leading to a LIT Referral

Site-Based Team

The Child/Youth and their Family may be referred *for an Interagency Team* by any member of the Site-based Team.

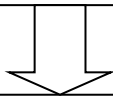
Generally, a Coordinated Service Plan has not been drafted.



Interagency Team

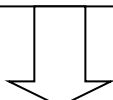
The Child/Youth and their Family may be referred for a formal LIT Review by any member of the team after:

- It is recommended that a Coordinated Service Plan has been written and in place for a minimum of three (3) months,
 - consultation has been requested and utilized,
 - a Parent Representative has been identified, and
- The CSP isn't meeting the needs of the child, youth or family as a result of:
 1. The team is not collaborating effectively
 2. Adequate resources or services (inc. Residential) are unavailable
 3. The family or providers are not engaged in the plan or process
 4. The family or providers are not in agreement about goals



Local Interagency Team

The Interagency Team Gatekeeper makes a formal request to the LIT Coordinator who reviews the efforts taken by the Interagency Team and determines if the request requires convening a formal LIT Review. If accepted for review, the LIT will convene, review the plan and make recommendations for either returning the request to the Interagency Team or moving it forward to the SIT.



State Interagency Team

For issues that are not able to be resolved locally by the LIT, a referral to the SIT is made by the LIT Coordinator, with agreement from the LIT Team and involved gatekeeper(s).

Official requests for funds must be signed by the LIT coordinator and Field Director.

Responsibility for follow through on all plans or recommendations reverts back to the Interagency Team. Team members may change as a result of any new recommendations set forth by the SIT.

Lamoille Interagency Referral Protocol

- At a glance -

* **Parent Representative:** A Parent Representative is a family member just like you. They have lived through some of the same experiences that you might be involved in right now. They are able to bring their insight into how these situations affect families, as well as an understanding of how the system works to support them. They can meet with you before, during and after team meetings or formal plan reviews.

* **Referrals:** An existing Site-Based Team or Interagency Team can refer youth/family for consultation, a CPT or a LIT through the organization's gatekeeper. The gatekeeper will determine which forum for intervention is appropriate on a case-by-case basis. The individual who makes the referral is responsible for setting up the meeting and inviting attendees. The referring team must have exhausted all options and resources available to them for the referral to be accepted by the gatekeeper.

* **Obtain consent to share and release information (CPT issues do not require family consent)** to or from any medical providers, counselors, school, home visiting agencies and agencies of human services.

* **Child Protection Team (CPT):** After the arrangements have been made a CPT is held. A plan is devised and the student is referred back to the Site-Based or Interagency Team and the Lead Service Coordinator for follow-up.

* **Site-Based or Interagency Team:** The referring team oversees implementation of the plan developed as a result of consultation or meeting with the CPT. If the issues for which the youth was referred persist or do not show improvement, the Site-Based or Interagency Team may refer the youth to the Gatekeeper for additional consultation, CPT or a LIT meeting.

* **Coordinated Service Plan (CSP):** A CSP is the family planning document required by Act 264. http://ifs.vermont.gov/sites/ifs/files/documents/CSP-Section123_4-9-09.pdf

The following forums are only available when all other options have been exhausted, or a parent/guardian requests a forum.

* **Local Interagency Team (LIT):** Referrals to LIT can be made by a parent/guardian or the Interagency Team Gatekeeper by requesting one through the Children's Service's Director at Lamoille County Mental Health Services. Referrals are generally made when CSP plans have failed or exhausted the services available through consultation or a CPT.

* **State Interagency Team (SIT):** LIT Coordinator will refer case to SIT if one or more LIT meetings do not resolve the issues for referral.

Lamoille Valley Local Interagency Team
Gatekeeper Referral Checklist
Addendum A

In order for a referral to be made to the LIT the referring Gatekeeper must have completed the following Pre-LIT Process and Checklist and identified one of the reasons for the referral listed below:

Pre-LIT Process and Checklist:

- Interagency Team formed and meetings conducted
- Consultation has been conducted
- Coordinated Service Plan is completed and attached to referral
- Required signatures are on CSP (LEA must sign for all Residential referrals)
- Gatekeeper has identified other members who will attend
- Parent/Guardian must be able to attend

If the LIT Coordinator determines one or more of the steps have not been met the referral will be returned with an explanation of steps remaining. The LIT Coordinator will accept a referral for any one of the reasons listed below.

Reason for Referral: (Check all that apply)

- The team is not collaborating effectively
- Adequate resources or services (inc. Residential) are unavailable
- The family or providers are not engaged in the plan or process
- The family or providers are not in agreement about goals

Community Partners Who May Serve on Interagency Teams

Addendum B

Adult Basic Education				
Lamoille County	888-5531		Lamoille Family Center	888-5229
Caledonia County	472-5974			
Agency of Human Services			Lamoille Kin as Parents	871-5104
Alcohol & Drug Abuse Programs	888-2581		*Lamoille North Supervisory Union	888-3142
Corrections			Cambridge Elementary	644-8821
Lamoille County	888-2520		Eden Central School	635-6630
Caledonia County	748-6602		GMTCC (Tech Center)	888-4447
Economic Services	888-4291		Hyde Park Elementary	888-2237
*Family Services	888-4576		Johnson Elementary	635-2211
*Field Director	888-1330		Lamoille Union High School	888-4261
Health Dept	888-7447		Lamoille Union Middle School	851-1300
Vocational Rehabilitation	888-5976		Waterville Elementary	644-2224
Behavioral Health and Wellness	888-8320		*Lamoille South Supervisory Union	888-4541
Building Bright Futures	760-0155		Elmore Elementary	888-2966
Child Care Providers			Morristown Elementary	888-3101
Children with Special Health Needs 863-7338/660-4427			Morristown Graded Building	888-4985
Capstone Community Action			Peoples Academy Middle Level	888-1402
Lamoille County	888-7993		Peoples Academy High School	888-4600
Caledonia County	748-5855		Stowe Elementary	253-4154
Department of Labor	888-4545		Stowe Middle School	253-6913
Domestic Violence Agencies			Stowe High School	253-7229
Clarina Howard Nichols Center	888-5256		Laraway Youth & Family Services	635-2805
AWARE	472-6463		Law Enforcement	
Family Court	888-3887		Hardwick Police	472-5475
Families Learning Together of LFC	888-6810		Lamoille County Sheriff	888-3502
Head Start/Early Head Start			Morristown Police	888-4211
Lamoille County	888-2935		Stowe Police	253-7126
Caledonia County	472-5496		*Orleans Southwest Supervisory Union	472-6531
Health Care Providers			Craftsbury Schools	586-2541
Lamoille Restorative Center	888-5871		Hardwick Elementary	472-5411
Lamoille County Home Health & Hospice	888-4651		Hazen Union Middle School	472-6511
*Lamoille County Mental Health Services	888-5026		Hazen Union High School	472-6511
			Lakeview Elementary	533-7066
			Wolcott Elementary	472-6551
			Woodbury Elementary	472-5715
			Private Mental Health Providers	
			Vermont Adoption Consortium	985-0158
			Vermont Federation of Families for Children's Mental Health Services	1-800-639-6071
			*Parent Representative	

* denotes a designated LIT member
(LIT Coordinator identifies who needs to attend LIT meeting)

