

PROCEDURE

Series: Operating Procedures **COA: NET 6.03, 7**
CFOP: NA

Procedure Name: Standing Team Conferences
Procedure Number: OP-1151
Reviewed Date: 05/08/2019
Revision #/Date: 06/22/11 1/30/17
Effective Date: 06/1/2010

Applicable to: All Brevard Family Partnership Family of Agencies (BFP FOA) Staff and Contract Providers

SUBJECT: Standing Teams Conferences

PURPOSE:

- To create Multi-disciplinary, Standing Team Conferences (STC) to conduct initial, follow up, and provide a forum to address critical junctures in a team staffing process for identified children and families;
- To satisfy requirements of predetermined criteria, i.e., Sunshine Health Plan;
- To review Court-ordered services;
- To identify status, progress, course of action and the initial needs of children and families as they enter the system;
- To assist in the monitoring and utilization management of services authorized;
- To serve as the as the first entry to a more customized Family Team Conference (FTC) for those families that meet FTC prioritization criteria;
- To assist in the identification of service delivery in initial Case Plans
- To have follow up to ensure services were accessed and meet the identified needs of the child and family and
- To make recommendations to providers, Licensing, Intake and Clinical Services, and others as needed.

PROCEDURE:

- BFP Intake staff will notify the Clinical Services Coordinator of the transfer case staffing, Notification will include: the date, time, and Center to which the staffing has been assigned, and the Case name. The Clinical Services Coordinator will attend this Staffing if appropriate or as needed.
- The Initial Standing Team/Case Planning meeting will be ordered by the court and date and time set at court for these meetings, the assigned Clinical Services Coordinator will confirm with the Dependency Case Manager and the Office of Regional Counsel the date and time for meeting as well as ensure the parents were alerted and will be in attendance.
- The DCM, DCM supervisors, CC, UR staff, child, parent/foster parent, placement staff, GAL, Attorney Ad Litem, current providers, CWLS attorneys, families and their attorneys will

compose the Initial Standing Team/Case Planning team members, with the Clinical Services Coordinator staff acting as the facilitator. Others involved in the case may request to join or be invited by the team as needed.

- Via email, the Clinical Services Coordinator will notify the DCM unit supervisor, DCM, Care Center Manager, GAL, and Attorney Ad Litem, at a minimum, of all future STCs that are scheduled. In consultation with DCM staff or other members, the Clinical Services Coordinator staff may invite others who are involved in the case to the STC. The DCM is responsible to ensure timely written and verbal notification to the child and family of all subsequent standing team meetings.
- Initial Standing Team/Case Planning conferences are scheduled through the court. Additional standing team dates will be scheduled as needed to attend to current caseload and emergencies and as part of ongoing utilization review. BFP or contracted staff members will be asked to block out days their Center holds these Conference dates open and be available to attend in person.
- Any BFP or contracted staff unable to attend in person must send a supervisor as a replacement or attend by phone.
 - STC core members may be reduced to reflect the purpose
 - It is the goal of BFP to have members attend the Conferences in person.
 - It is also the goal of BFP to have providers in attendance or by phone when unable and must attend in order to have services reauthorized following 22-24 sessions.
- The Team will utilize the CBHA, CAFAS, Functional Family Assessment (FFA) Case plan, Treatment Plan and other tools at each STC to help to identify needs and services to meet those needs.
 - The Care Plan form will be built through this process and will include the CAFAS, Family Assessments, CBHA, other assessments tools as outlined in the report.
 - DCM staff and other members will be required to bring all available documents related to the case to the Standing Team Conference.
- The Wraparound philosophy ensures the family's needs are met with the appropriate services at the appropriate time. This team is created to provide the family with the necessary support to ensure the success of their care plan. It also provides the family with a voice and ownership in their plan. Clinical Services Coordinators facilitate the STCs while adhering to the Wraparound philosophy as defined in the Brevard Family Partnership System of Care.
- Standing Team Conference schedule
 - Initial Standing Team Conference/Case Planning Conferences scheduled by the court
 - 90 Day Reviews (90 days from Case Transfer) as needed
 - Critical Juncture STCs are scheduled as necessary to include:
 - Movement to higher level
 - Baker Act
 - Reunification
 - Runaway
 - Significant Critical Incident(s)
 - Clinical Review, Magellan
 - Permanency

- Emergency Review
- High-profile court case
- Review of services and need for reauthorization
- Other review

The Medical Necessity review for Sunshine Health Plan will be organized, scheduled and chaired by the Clinical Services Coordinator for BFP. Other Critical Juncture STCs may be chaired by other members as appropriate but mainly will be the responsibility of the Clinical Services Coordinator.

- Clinical Services Coordinator staff will schedule, collect, organize, and distribute information to be reviewed as soon as possible, but no later than 3 business days prior to a scheduled STC. Critical Juncture STCs require each member to access information as available. Emergency Review STCs may not have information available to send to comply with this timeline.

An Emergency Review request may come from any source. The request must be directed to Clinical Services Coordinator.

- Service Request process
 - All services must be identified in a STC with the exception of emergency bypass referrals. The DCM is required to send the request through the regular process as **other services referrals through the PSAM system.**
 - It is the goal of this procedure that services will be identified, requested and referred in the Standing Team Conference meetings, when appropriate,
 - AT the initial standing team/case planning conference will review recommendations from the CBHA and other assessments then request, authorize, and refer for service those recommendations the team agrees are needed and have contact with the provider for that service within 3 business days from the date of the review. **This timeline is applicable to all service requests from any STC.**
- Tracking and Reporting
 - A database is available which has been created to track all service requests and recommendations.
 - As needed, the Assessment Specialist and the Clinical Services Specialist meet to review CAFAS assessments and services, which is tracked to ensure completion of the recommendations.
 - Monthly the Director of Utilization Management (UM) or designee reports data to Senior Executive of Strategy and Senior Executive of Programs regarding utilization, funding, and trends.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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