

## NOTICE TO YOUTH AND FAMILIES

### COMMUNITY ASSESSMENT AND PLANNING TEAMS

The following agencies participate on the Smyth County Policy and Management Team, the Smyth County Family Assessment and Planning Teams:

Mt Rogers Community Services Board  
Department of Juvenile Justice (Juvenile Court)  
Smyth County Social Services  
Smyth County School Systems  
Smyth County Health Departments  
Marion Youth Center

In addition representatives of the Board of Supervisors, fiscal agent, parents and CSA Coordination on Smyth County also participate on the groups.

When you sign a "Consent to Exchange Information", you are giving permission for the above agencies to share information about your child and family in order to conduct assessment and do service planning.

### PROCEDURAL SAFEGUARDS:

1. You must receive written notice when the Family Assessment and Planning Team or the Community Resource Team has a meeting scheduled to assess, plan or review your child's or family's case.
2. You must receive the notice in your native language, unless it is clearly impractical to do so.

3. You must give written permission before any person or agency releases confidential information to other agencies or individuals, including the FAPT, PMPT, and the CPMT (unless otherwise authorized by law or ordered by the court).
4. You must consent in writing before certain assessments are completed. You must consent in writing before the Individual Family Services Plan can be implemented (Note: there are exceptions where there is a need to proceed with services without written parental consent).
5. You will have a person assigned to your family, a Case Manager, who is responsible for following the services on the Individual Family Services Plan.
6. As a parent you may participate in all Family Assessment and Planning Team or Community Resource Team meetings about your child. You may bring other members of your family, a friend, an advocate or support person, or an attorney with you to the team meetings.
7. You may appeal the decision of the Family Assessment and Planning Team to the Smyth County Community Policy and Management Team. The Community Policy and Management Team will respond to your request in writing within 30 days after receiving your written request.
8. Information about you and your family will be kept confidential unless you request otherwise.

9. You have the right to see, review, and receive a copy of your records (unless otherwise prohibited by law). You also have a right to receive an explanation of the information contained in these records.
10. You may challenge information in a record that you believe is inaccurate, incomplete, not pertinent, not timely, nor necessary to be retained pursuant to the Virginia Privacy Protection Act, Section 2.1-377, Code of Virginia.

#### RIGHTS OF YOUTH AND FAMILIES:

The Comprehensive Services Act for At-Risk Youth and Families gives your eligible child and your family certain rights as you receive services.

If you have any questions about your rights, please talk with your Family

You have the right to review and correct records concerning your child and to obtain an explanation about any information in your record. You have the right to give permission before any other person or agency can see the records. You also have the right to have a copy of your records (Unless otherwise prohibited by state law). You have a right to have the information in your records kept confidential.

#### The right to assistance . . .

If you wish, you can have other members of your family, a friend, an advocate or support person, or an attorney present during Team meetings.

#### The right to appeal . . .

If you disagree with any of the recommendations about your child's

Assessment and Planning Team Chairman or your Case Manager.

You have the following rights:

#### The right to notice . . .

You will be notified before a Team assesses your child or offers services. This notice will tell you of the time and date of the Team meeting.

#### The right to consent . . .

You must consent in writing before beginning services listed on the Individual Family Services Plan. (Unless otherwise ordered by the court, upheld by the appropriate appeals process, or authorized by law)

#### The right to have access to your records and the right of confidentiality . . .

assessment or service plan, you have the right to state your disagreement in writing and receive an answer in writing.

#### The right to participate . . .

You have the right to participate fully in the assessment, planning, and implementation of services for your child and family.

#### APPEAL PROCEDURES FOR YOUTH AND FAMILIES:

##### 1. WHO MAY FILE AN APPEAL FOR A REVIEW?

Any youth and family who is dissatisfied with the action of the Family Assessment and Planning Team or the Community Resource Team including, but not limited to:

- o the denial of access to the Family Assessment and Planning Team or the Community Resource Team
- o "Family participation in all aspects of assessment, planning, and implementation of services."
- o improper notification of meetings and actions
- o disagreement with the content of the Individual Family Services Plan

2. HOW IS THE APPEAL OR THE REQUEST FOR A REVIEW PRESENTED?

The youth/family presents a written request to the Chairman of the Community Policy and management Team for a review of the Individual Family Services Plan by the CPMT.

3. NOTICE OF ACTION AND REVIEW RIGHTS:

The Family Assessment and Planning Team or the Community Resource Team must provide the youth/family with appropriate notice of meetings and actions related to them. At the conclusion of the Team meeting, the Case Manager obtains the parents signature on the Individual Family Services Plan and provides the youth/family with a copy. If the parents disagree with the Plan, the Case Manager advises them of their right to appeal the plan to the Community Policy and Management Team. The Plan is to be signed by the parents within two weeks of the Team meeting. If the Department of Social Services or another

individual or agency has legal custody of the child, the legal guardian's agreement with the Individual Family Services Plan supersedes the natural parent's right to appeal to the CPMT.

4. TIME FRAMES:

The youth/family should submit a written appeal to the Chairman of the Community Policy and Management Team requesting a review of the Individual Family Services Plan. The written request by the youth/family should be submitted within ten days after the FAPT meeting. The Community Policy and Management Team must hold a review within 30 calendar days after receiving a request for a review.

5. RESOLUTION:

The Community Policy and Management must respond in writing to the youth/family's request. Mediation may be used to resolve the disagreement in an informal way; however, mediation should not be used to deny or delay youth and family's rights for a review of the Individual Family Services Plan. The Community Policy and Management Team may uphold or alter the FAPT'S Plan. The Community Policy and Management Team's decision is final and binding. The youth and family may pursue additional appeals through the school system or the Department of Social Services. The youth and family may also pursue the matter through the court system.