

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES – CSA  
FAPT/CHINS CASES FLOW CHART – JULY 2006**

**FOR ALL CSA CASES BELOW THE THRESHOLDS:**

Determination made of need for CSA services for youth with *(costs of services are **below**)*:

- ◆ \$7,000 per month mandated residential
- ◆ \$3,000 per month mandated non-residential
- ◆ \$4,000 per month Special Education – Day Placement

Funding approval request initiated by case manager.

Funding approval request approved by CPMT agency designee.

Copy of funding approval request sent to CSA Coordinator for parental co-pay review and or assessment.

Fiscal Subcommittee authorizes case expenditures.

**FOR ALL CSA CASES ABOVE THE THRESHOLDS:**

Determination made of need for FAPT staffing *(costs of services are **over**)*:

- ◆ \$7,000 per month mandated residential
- ◆ \$3,000 per month mandated non-residential
- ◆ \$4,000 per month Special Education – Day Placement
- ◆ All non-mandated cases

FAPT/CHINS staffing scheduled by case manager with Commission on Children and Families FAPT Coordinator or CSA Coordinator.

Case Manager prepares for FAPT/CHINS team by obtaining signed Release of Information, obtaining information about child and family and prepares on line I.F.S.P.

FAPT Coordinator sends staffing docket to respective team members. Members research agency files and bring information to staffing.

FAPT/CHINS staffing held – review/modification/acceptance of I.F.S.P. recommendations by Team, recommendations are forwarded to Fiscal Subcommittee for approval of service expenditures and review dates are scheduled as necessary.

Review and update of I.F.S.P. conducted by FAPT Team as scheduled.

**For CHINS**  
I.F.S.P. filed by case manager with J&DR Court, according to court procedures.