

For Parents

The Comprehensive Services Act was designed to ensure that youth and their families receive the services they need. Information is presented below to help families understand the process to access services.

What is the Community Policy and Management Team?

The "CPMT" coordinates agency efforts, manages the available funds, and sees that eligible youths and their families are referred for assessment as appropriate.

What is the Family Assessment and Planning Team?

The "FAPT" looks at the strengths and needs of the individual youth and families and, with families, decides what services to provide and prepares a service plan.

Both the FAPT and the CPMT include parents, staff from community services boards, court service units, the department of social services, the public schools, and private providers. The CPMT also has a member from the local health department. In some localities, these teams go by different names and may also include other members.

Who is eligible for services?

Services under the CSA may be available to a child who meets at least one of the following descriptions:

- Youth who require private placement for special education.
- Youth who are in foster care or eligible for foster care services.
- Youth who are eligible for services through a Child in Need of Services Parental Agreement.
- Youth who have significant emotional or behavioral problems and may require services not available from an agency, require services of multiple agencies, or may be at risk of residential placement.

How can I find out if my child is eligible?

Contact your local Comprehensive Services Act Coordinator. You can access this information on the CSA web page at [CSA Coordinator Roster](#)

How does CSA work?

A meeting is scheduled with the FAPT Team and members of the family.

At the FAPT meeting:

- the child and family take an active part in the meeting to discuss their needs
- a service plan is developed
- the family signs the service plan if they agree with the plan
- a case manager is assigned to work with the youth and family

After the FAPT meeting

- services begin as soon as possible
- if the family disagrees with the plan, they may ask for a review with the local CPMT
- emergency services may begin immediately
- parents may be required to make co-payments for services (parents will not be required to make co-payments for foster care services or special education services)
- parents may be required to make child support payments for foster care services

What are the responsibilities that CSA has to me?

Most importantly, you have the right to understand the local CSA process:

- you should to receive information on the local CSA process and timelines for receiving referrals
- your FAPT needs to notify you before your child is assessed for services
- you should be able to understand the information you receive and it should be delivered in your preferred language, if possible
- you are to consent and agree in writing before beginning any services, except when ordered by the court
- you may have the opportunity to read records, challenge information, give permission for release of records and be provided a written copy of the records unless ordered otherwise by the court
- you have the ability to receive assistance from your Case Manager as well as members of your family, friends, advocates or support persons
- you will have the opportunity to review the assessment and service plan
- you can disagree with the assessment and service plan, or any part of the service plan, and you can place your concerns in writing to the FAPT and/or CPMT
- you have the right to participate and be present for the entire FAPT meeting and discuss your child and family strengths and needs and to participate in decisions that apply to you and your family