

PROCEDURAL SAFEGUARDS

The Family Assessment and Planning Team is charged with reviewing cases of children presented as needing certain special services. The following procedural safeguards, designed to protect the privacy and rights of children and families brought before FAPT do not take the place of any other safeguards or review procedures spelled out in current existing local, state or federal regulations and statutes.

As the Parent(s)/Legal Guardian(s), you have the right to:

1. Receive written notice of and give written consent for any assessment, staffing or service planning to be performed by FAPT for your child.
2. Receive said notice in your native language, unless it is clearly impractical to do so.
3. Participate fully in all FAPT meetings affecting your child's case. You may bring other family members, a friend or advocate, or any attorney with you to meetings.
4. Have a specific Case Manager assigned to coordinate services specified by your family and child.
5. Question and correct information presented by others regarding services needed by your family and child.
6. Receive a copy of your child's Individual Family Service Plan.
7. Consent in writing to any information presented to be shared outside of the FAPT membership.
8. Challenge information on FAPT records you believe to be inaccurate, incomplete, not pertinent, not timely, or not necessary to be retained pursuant to the Virginia Privacy Act, § 2.1-377, Code of Virginia.
9. Request in writing a review by the Community Policy and Management Team (CPMT) of decisions made by FAPT at the meeting regarding your child. The CPMT will respond to your request in writing within thirty (30) days. The CSA Manager will provide you with further information on how to request a CPMT review.

Parent/ Guardian Signature

Date

Parent/ Guardian Signature

Date