

**Frequently Asked Questions Regarding Implementation of HB 840  
From the Systems of Care Training Institutes  
Issued July 29, 2011**

Q: Is the Department of Human Resources' (DHR) 10-day time frame for the meeting of the Local Coordinating Council for a discussion of a Voluntary Placement Agreement (VPA) in statute, regulation, or policy?

A: Policy.

Q: What are the paperwork requirements for the Local Care Team (LCT)?

A: These are being developed. There will still need to be reporting if a child will be recommended for an out-of-State (OOS) placement and will need to be considered by the State Coordinating Council (SCC). The Governor's Office for Children (GOC) will hold technical assistance sessions as needed. The goal is to have these forms ready for July 1, 2011.

Q: When a family self-refers to the LCT, who is responsible for sending out the notices, and how does the process work?

A: It depends on what the local jurisdiction determines regarding the process. Each LCT has the flexibility to determine its referral policies and others.

Q: How does the Local Access Mechanism (LAM) tie into this?

A: The LAM can be used as a source of self-referral for the LCT, as happens in Anne Arundel and Montgomery Counties. In addition, some LAMs include a navigation component that may be a resource for families known to the LCT.

Q: Why would a family self-refer to the LCT?

A: Mostly for technical assistance at first, then it could be for discussion about appropriate resources and referral to a lead agency or other potential resource. There would not need to be a "vote" on a "case" by the LCT, and there would not be a need for the family to return for an "approval."

Q: Would the LCT have to track the children?

A: The requirement to enter information into SCYFIS is no longer in effect as of July 1, 2011. If the local jurisdiction wants to keep data, it may (*e.g.*, Anne Arundel County database). The LCT must ensure that SCYFIS data is updated for activity that occurred through June 30, 2011, and must close out cases in the system as applicable.

Q: What if the LCT wants to continue to meet to discuss cases it is no longer required to consider?

A: Although the LCT is not required to consider certain cases after July 1, 2011, it may determine that it will continue to do so. This is a local decision.

**Frequently Asked Questions Regarding Implementation of HB 840  
From the Systems of Care Training Institutes  
Issued July 29, 2011**

Q: What is the Care Management Entity's (CME) responsibility to the LCT?

A: There really is not a direct responsibility. The LCT may determine that the CME is the appropriate referral, and can make the referral and/or assist the family with a referral to the CME, as applicable. The CME can be a resource, but the State's Contract does not require a specific interaction process between the CME and LCT. The CME is a partner with the Local Management Board (LMB) and other stakeholders for resource development.

Q: How were the CME slots distributed?

A: Historical data on the numbers of children served were used as the basis for determining the CME regions. The numbers currently being served in each region are equivalent. The numbers are reviewed on a County-level basis. An increase in the number of slots would require more State funds to match, which is not available in FY11 or FY12.

Q: If the LCT does not have the authority to make a decision, why would notice of a decision be required?

A: To the extent that the LCT makes a decision, it is required to notify the parents and attorney.

Q: Is the 10-day notice still in effect?

A: Yes for discussion of OOS placements. Notice must be provided whenever there is a discussion of a child's care, within a reasonable time, or within the 10-day time frame if that is applicable.

Q: Is the LCT responsible for annual reviews?

A: The SCC is responsible for the review and monitoring of out-of-State placements.

Q: After July 1, 2011, who should the LCTs be telling families to contact, and what should they expect?

A: The informational slideshow is on the GOC website. GOC is also developing a letter of information for families. The LCT contact information will also be available on the website.

Q: If the LCT will not be voting, are there requirements on members and attendance?

A: The law requires representatives from State and local agencies to be on the LCT.

Q: Are forms and paperwork required when LCTs vote?

A: The law does not require the LCTs to vote on cases (a discussion of Voluntary Placement Agreements is required, but a vote is not), but if it is locally determined that the LCT will vote on a case, then administrative requirements would be in effect.

**Frequently Asked Questions Regarding Implementation of HB 840  
From the Systems of Care Training Institutes  
Issued July 29, 2011**

Q: Have the Residential Treatment Centers (RTCs) been notified of the new law?

A: They had representation for the development of the Interagency Strategic Plan, and also on the Advisory Council for Children and Partnership Council, the RTC Coalition, the CME Stakeholders Council, and others at which the development of the proposed legislation has been discussed.

---

Q: What if a jurisdiction already has a multi-disciplinary group that meets to discuss children with intensive needs?

A: In this situation, the jurisdiction could choose to have that group convene as the LCT, especially if the same participants are already meeting.

Q: How will service providers be contacted to provide services for children for diversion from foster care?

A: The LCT will be the forum for discussion of gaps/needs in services, and will help to build resources within the jurisdiction.

Q: Who will have the responsibility/accountability for organizing and administering the LCT?

A: This will be a local decision.

Q: If the LCT is not reviewing cases, why would it meet?

A: If there is not a specific reason to meet, then the LCT would not need to meet. There are no requirements for frequency of meetings.

Q: If the LCT will not be developing a plan of care, and the child is not eligible for the CME, who will develop the plan of care?

A: The LCT can be a forum for discussion for linkages to services. The law does not require development of a plan of care by the LCT, so if a jurisdiction determines that the development of a plan of care by the LCT would be beneficial, then that jurisdiction can continue to do so.

Q: Would the LCT still do reviews of children already in care?

A: As of July 1, 2011, this is not required.

Q: What about referrals to OOS placement?

A: Children who are slated for an OOS placement must be referred to the SCC. The necessary referral form is posted on the GOC website. More details will follow.

**Frequently Asked Questions Regarding Implementation of HB 840  
From the Systems of Care Training Institutes  
Issued July 29, 2011**

Q: What about a child who will be released from an RTC? How will the LCT know?

A: The child-serving agencies still have the responsibilities to provide the services that are currently required, and would have that information.

Q: What about the youth representative on the LCT?

A: This could be an adult who has been through the system.

Q: If the LCT makes a decision regarding an OOS placement, what would be the purpose of an appeal?

A: It would give the parents the ability to make their views known.

Q: Are the CMEs required to sit on the LCT?

A: Neither the statute nor the State's Contract with the CME requires the CME to be a member of the LCT.

Q: What about children on the Psychiatric Residential Treatment Center (PRTC) waiver waiting list?

A: A letter currently is sent the parent/guardian when a child is placed on the waiting list. The letter includes contact information for resources including the LMB, family support agencies, etc. As of July 1, 2011, the letter will remove information regarding the LCC, and replace it with the LCT.

Q: What about paperwork?

A: All current annual reviews must be completed by September 30, 2011 and all SCYFIS data entry for activity that occurred through 6/30/11 must be completed by October 1, 2011. Forms and procedures are being developed and will be posted to the LCT page on the GOC website. Please check frequently for updates.

Q: While all the paperwork is traveling, what happens to the child?

A: If the child is on the PRTC waiver waiting list, and they meet medical necessity criteria, the child-serving agencies must provide services as legally required.

Q: If the LCT continues to conduct reviews, who would keep the files?

A: The LCT members shall determine how to handle its administrative responsibilities.