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Governor's Office for Children

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Local Care Team Frequently Asked Questions #1
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1. Our jurisdiction already has a resource guide. Will this satisfy the requirement or does the Local Care Team need to generate a Local Care Team-specific resource guide?

The October 2017 New Children's Cabinet Directives document and the State of Maryland Policies and Procedures Manual for Local Management Boards (Manual) requires that the Local Care Team coordinator "maintain a directory of all community-based resources in the jurisdiction". It is not necessary to duplicate an existing resource guide if the current guide is inclusive of community-based resources that are relevant to the Local Care Team.

2. When contracting with or hiring a coordinator, under what circumstance is a waiver required?

A waiver is required instances in which the Manual or other requirements cannot be met, including, but not limited to the following examples:

- a) The person proposed to fill the role of local care team coordinator does not meet the requirements (experience with child placement systems, a clinical and/or special education background, and a Master's degree in a related field).
- b) The coordinator is contracted via a third party, i.e., a temporary employment agency or any other entity that is not the Local Management Board.

In the event that a waiver is required, it should be approved prior to hiring a candidate. An approved waiver is specific to an individual candidate.

3. Can unspent FY18 Local Care Team coordinator funding be used for start-up administrative expenses for the coordinator?

The Office will approve the use of up to \$3,000 in unspent Local Care Team coordinator funding for this purpose in FY18 if Board Support funding is not available. Allowable expenses include, but are not limited to equipment, training, supplies, etc. Funding should not be utilized to pre-pay FY19 expenses, and all expenditures must conform to Manual requirements. In addition, a budget modification may be necessary if the proposed expenses are greater than 5% of the total budget for the coordinator. Please see the FY18 modification template for specific instructions and remember that all requests for a modification were due by May 15th unless a waiver of

the deadline was requested and granted.

4. Is it acceptable for the Board to include associated administrative expenses for the Local Care Team coordinator in the Board Support budget for FY19?

Yes, administrative expenses for the Local Care Team coordinator may be included in the Board Support budget. If the Board has non-Children's Cabinet funding available in the Local Care Team coordinator budget, those funds also may be used to cover these administrative expenses.

5. What cases must be reviewed by the Local Care Team?

Under Maryland Code (Human Services Article §8-407), a Local Care Team shall:

- Be a forum for families of children with intensive needs to receive assistance with the identification of individual needs and potential resources to meet identified needs; and interagency discussions and problem solving for individual child and family needs and systemic needs; and,
- Discuss a request for a voluntary placement agreement for a child with a developmental disability or a mental illness under §5-525 of the Family Law Article.

6. Is funding available to support written/on-site interpretation services?

The Local Care Team is responsible for meeting any and all reasonable requests for accommodations. Accommodations may include but are not limited to; American Sign Language interpreter services, access to qualified readers or interpreters, building accessibility, etc. The Local Care Team is also responsible for ensuring availability of any requested translation services for Limited English Proficiency families. Services and accommodations may be arranged through the local lead/referring agency and/or by the Local Care Team utilizing funds from the Board Support budget or other revenue source available to the Local Management Board and/or another agency.

7. Human Services Article §8-407(3) specifies that the Local Care Team shall "provide training and technical assistance to local agency and community partners." In this context, how is training defined?

The Local Care Team should facilitate training and technical assistance within the scope of its routine business. This may include ensuring that new and existing Local Care Team members are familiar with the business practices of the Local Care Team, informing local partners/local child and family serving agencies of the Local Care Team and its role within the community, hosting representatives from local child and family serving programs to describe resources available, etc. Local Care Teams can determine how best to offer local training.

8. May the Local Care Team meet to review a case without consent from the parent/guardian/caregiver?

No. In this instance, the lead agency will continue case management in accordance with its protocols.

9. The Board would like to allocate Community Partnership Agreement funding to support families involved with the Local Care Team, particularly to provide respite and/or programming that could address challenges linked to out-of-home placements for families who either cannot afford the programs, or have exhausted their personal resources. Is this an allowable expense?

These flex fund type expenses are not be allowable. The Board may offer such supports with non-Children's Cabinet funding if there is a revenue source available for that purpose. However, the Local Care Team or the lead agency may refer the youth to a community-based program that is supported with Children's Cabinet funding. For example, if the youth's plan of care identifies a need for respite and the Local Management Board funds a respite program, the Local Care Team may consider a referral to that program or any other.

10. Can a portion of the Local Care Team funding support another position for the Local Care Team such as a parent advocate or navigator?

A Board may elect to designate more than one staff person to handle the coordinator responsibilities – for example, separating the clinical and administrative duties. The Board may also elect to use base funding to support other Local Care Team positions. However, the coordinator funding is meant specifically for the coordinator functions.

11. Is the Local Care Team coordinator required to have a Master's degree in social work?

No, the requirement is for a Master's degree in a related field. There is also no requirement to hire a licensed mental health professional.

12. What other job functions can be covered by the Local Care Team coordinator? The Board is planning to hire a full-time staff person, but we anticipate only 75% of her time will be spent on Local Care Team work. Can we have her assist with the Scorecard, monitoring, or other general Local Management Board activities?

The Local Care Team coordinator can only be engaged in non-Local Care Team work if additional funds are identified to cover that portion of her salary. In the example above, you may use Local Care Team funds to support the .75 FTE you have noted and funding from another source (other Community Partnership Agreement funds, county funds, grant funds, etc.) to cover the remaining 25% of her time.