



October 2017- New Children's Cabinet Directives

## Locally Coordinated Interagency Case Management

The Children's Cabinet has determined that there is a need to strengthen the system of care for children and youth at the local level through a coordinated approach to interagency case management. The goal of a coordinated approach is to return or divert children and youth from preventable out-of-home and out-of-state placements through the provision of community-based services. The Local Care Teams will serve as the point of access to services for children and youth. Beginning on January 1, 2018, the Local Management Boards will serve as the administrative home for the Local Care Teams. Parents, family members or agencies will be able to make referrals directly to the Local Care Teams through the Local Management Board to seek assistance with accessing services, to develop plans of care for community-based services and to coordinate services from multiple agencies. Families and children at risk of out-of-home or out-of-state placement, with complex needs and/or who are in crisis are identified as priorities for the Local Care Teams. A listing of Local Care Team contacts will be available on the Governor's Office for Children website

### I. Local Care Teams:

***Effective January 1, 2018***, the Children's Cabinet has designated the Local Care Teams to be the central point for coordinated case management and as a point of access to services for children and youth.

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

- 1) be a forum for:
  - a) families of children with intensive needs to receive assistance with the identification of individual needs and potential resources to meet identified needs; and
  - b) interagency discussions and problem solving for individual child and family needs and systemic needs;
- 2) refer children and families to:
  - a) care management entities when appropriate; and
  - b) available local and community resources;
- 3) provide training and technical assistance to local agency and community partners;
- 4) identify and share resource development needs and communicate with the care management entity, local core service agencies, provider networks, local management boards, and other local care teams in surrounding jurisdictions; and
- 5) 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.

### II. Local Care Team membership:

***Effective January 1, 2018***, the Children's Cabinet is requiring local agencies to attend all Local Care Team meetings and to be represented by staff who can commit appropriate and allowable agency resources at

*the time of the meeting to support a child's plan of care. In addition to the Local Care Team representative, the Local agencies are required to ensure the attendance of the case managers for the specific cases being discussed.*

Under Human Services §8-406 each local care team shall include at least one representative from:

- Department of Juvenile Services;
- Developmental Disabilities Administration;
- Local Core Service Agency;
- Local School System;
- Local Health Department;
- Local Department of Social Services;
- Local Management Board;
- a parent or parent advocate; and,
- a nonvoting representative of the local office of the Division of Rehabilitative Services to represent individuals who are 16 years old and older.

### **III. Local Care Team Administration**

***Effective January 1, 2018***, The Children's Cabinet is establishing a Local Care Team Coordinator within each Local Management Board, to be funded by DHS, DJS, MDH, and MSDE through the Children's Cabinet Interagency Fund.

The Children's Cabinet is providing permanent staff support to the Local Care Teams to ensure youth with intensive needs receive comprehensive support services. Staff will ensure a coordinated system for Local Care Team case referral and tracking, maintain a comprehensive resource database, collect data and ensure follow up services. Staff will be responsible for facilitating a coordinated approach to services and ensure parent involvement in Local Care Team meetings.

The job of Local Care Team coordinator requires an individual who has experience with child placement systems, a clinical and/or special education background, and a Master's degree in a related field. The individual must be able to:

- Maintain a directory of community-based resources;
- Maintain, analyze and produce written reports from various data systems, and develop policy and procedure based on written reports;
- Provide staff support to local and statewide committees;
- Work collaboratively with diverse groups of individuals; and
- Develop and present training modules to small and large groups

### **IV. Performance measures for Local Care Teams**

***Effective January 1, 2018***, the Local Care Teams are required to annually report to the Children's Cabinet through the Interagency Placement Committee the effectiveness of the coordinated interagency case planning in the jurisdiction, including a set of required performance measures.

The Local Care Teams will report on the following performance measures:

<b>Local Care Team Performance Measures</b>
<b>What/How Much We Do:</b>
<ul style="list-style-type: none"> <li>➤ # of new cases referred to the Local Care Team.</li> <li>➤ # of cases reviewed by the Local Care Team:</li> <li>➤ # of Local Care Team trainings provided</li> </ul>
<b>How Well We Do It:</b>
<ul style="list-style-type: none"> <li>➤ Percentage of mandated Local Care Team representatives that attend at least 75% of Local Care Team meetings.</li> <li>➤ Percentage of all Local Care Team reviews (new, follow-up, and annual reviews) where the youth's parents (or legal guardians) attended.</li> </ul>
<b>Is Anyone Better Off?</b>
<ul style="list-style-type: none"> <li>➤ Percentage of new cases referred for in-state residential placement that are alternatively served through community-based services.</li> <li>➤ Percentage of new cases referred for out-of-state placement that are alternatively served through in-state community-based services or in-state residential placements.</li> </ul>

**V. State Interagency Placement Committee**

***Effective January 1, 2018,*** The Children's Cabinet is establishing the Interagency Placement Committee (IPC) to serve as the State Coordinating Council.

The Interagency Placement Committee is charged with:

- reviewing recommendations for out-of-state placements
- coordinating the monitoring of out-of-state placements
- providing training and support to the Local Care Teams
- identifying in-state placement needs

To promote accountability the Children's Cabinet Implementation Team will oversee the Committee on behalf of the Children's Cabinet.

**VI. Interagency Out-of-State Placement Review**

***Effective January 1, 2018,*** The Children's Cabinet designates the Interagency Placement Committee (IPC) to provide a final review for recommendations of community-based residential placements outside of Maryland.

The triggering event for review by the Interagency Placement Committee is a Local Lead Agency (LLA) determination that an out-of-state community-based residential placement is necessary.

- The LLA will have applied to all appropriate in-state providers and referred the case to the Local Care Team to determine if other local resources are available.
- If neither of these actions results in an in-state placement or sufficient in-state services and the LLA determines that the youth is in need of an out-of-state placement, then the process for interagency review will begin.

- The exception is a Department of Juvenile Services case with a court order for an out-of-state placement. If there is a Juvenile Services court order for out-of-state placement, then the case bypasses the interagency process and the Secretary of the Department of Juvenile Services will make the final placement decision, whether in- or out-of-state.
- This process is recommended for local school systems (LSS) but not required as placement is governed by the individualized education program (IEP) team process in accordance with the Individuals with Disabilities Education Act (IDEA).

LLA will apply to appropriate out-of-state placement providers and will make a referral to the Interagency Placement Committee.

- If the case requires an expedited process, the LLA will note this on the referral. The Governor's Office for Children will convene a conference call or in-person meeting if possible to take place within 48 hours of receipt of the referral (or the next business day if the referral is made over the weekend).
- If the case does not need to be expedited, then the Office for Children will place the case on the next meeting agenda for discussion by the Interagency Out-of-State Placement Committee.

The Interagency Placement Committee will make determinations regarding placement immediately during committee meetings or conference calls, as appropriate. The Local Representative will be notified of the review process and meeting/call times and will be included to the extent that it is practical to do so. At the meeting, two possible outcomes may be determined for each case. The first is that the Committee may determine that out-of-state placement is appropriate. The second is the Committee may recommend an alternative to out-of-state placement. If an alternative is proposed, then the Committee will make specific referrals on behalf of the LLA.

The LLA and the State agency will be notified if the Committee determines that there are no appropriate and available resources in Maryland. The final decision about Out-of-state placements rests with the Secretary (or their designee) of the LLA.