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Governor's Office for Children

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Local Care Team (LCT) Question and Answer Recap #2
July 16, 2018

- 1. Is the Local Care Team required to have a written Memorandum of Understanding with our partner agencies that are members of our team?**

The Children's Cabinet does not require Local Care Teams to implement a Memorandum of Understanding or any other agreement to establish partners as Local Care Team members.
- 2. Is the Local Care Team required to have written by-laws as well as a policies and procedures manual that is separate from that of the Local Management Board?**

Policies and procedures manuals and by-laws are not required; however, it is strongly recommended that each Local Care Team develop and implement protocols to ensure efficient operations and consistency.
- 3. Does the Local Care Team need to have two chairpersons who are not the Local Care Team coordinator? We have had some confusion related to the responsibilities of the chair vs. the coordinator.**

Designation of a chair is not required but is strongly recommended.
- 4. Does the Local Care Team need to have each agency member sign a confidentiality statement that is separate from the one on the sign-in sheet? We have *Confidentiality Statement* printed on the top of the sign-in sheet that we use for our meetings.**

This is a local decision. Each Local Care Team may develop policies and procedures relevant to its operation.
- 5. Does the Local Care Team need to have a representative from the Local Management Board who is not the Local Care Team coordinator?**

Additional Local Management Board representation on the Local Care Team is not required.
- 6. Can FY18 Local Care Team coordinator funding be carried over to FY19?**

No. As with all Community Partnership Agreement funds, unspent funds cannot be carried-over or carried-forward to the next fiscal year.
- 7. Should Voluntary Placement Agreement meetings be included when we count the number of Local Care Team meetings held? Typically, we hold a Voluntary Placement meeting within 5 days of the request, so attendance is usually lower due to scheduling.**

The LCT must collect data and report the number of new cases referred and the number of cases reviewed by the Local Care Team, including a discussion of a request for a Voluntary Placement Agreement.

- 8. A Local Care Team member voiced concern regarding his ability to attend some of the meetings and asked if he could participate via video conferencing. What is your recommendation about this?**

This is a local decision. Each Local Care Team may develop policies and procedures relevant to its operation.

- 9. It has been a challenge to get everyone to respond to communication and attend Local Care Team meetings. Do you have any suggestions regarding getting the members to the table?**

Members should be gently reminded that they are required to attend all Local Care Team meetings. Agencies must 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. Also, local agencies are required to ensure the attendance of the case managers for the specific cases being discussed in addition to the Local Care Team representative. If additional assistance is needed, the Local Care Team coordinator should consider discussing the situation with the Interagency Placement Committee member representing the respective agency.

Locally Coordinated Interagency Case Management - October 2017 New Children's Cabinet Directives

<https://drive.google.com/file/d/1UmTx7-58EXUXIF-la9VnrptTZC2d8WXG/view?usp=sharing>

Google Drive – Local Care Team Resources

<https://drive.google.com/drive/folders/0B4zllq-XQmgVVmNMREpYUHNnTkE?usp=sharing>