

ATTACHMENT E

LCTS Public Schools Participant Checklist

Examples of Qualifying Activities

Casework, Care Management or Service Coordination

General Coordination

- *Providing case management service to children at risk of out-of-home placement*
- *Participating in case conferences, child staffings, administrative reviews, or informal conferences regarding an identified child*
- *Meeting or talking & communicating with the child, family, substitute care providers, social services or other relevant persons about the status of the child, progress, goals, or closure of the case*
- *Implementing & coordinating the health related services contained in an IEP or IFSP*
- *Meeting with child crisis teams*

Coordination with Court Services

➤ **General**

- *Preparing for or appearing in court*
- *Providing legal advocacy*
- *Assisting a social worker in seeking court approval for voluntary placement*
- *Preparing for or participating in any judicial determination, including presenting testimony*
- *Assisting a social worker to prepare for a periodic judicial review*
- *Participating in a judicial review*

➤ **Child Custody**

- *Preparing a petition or making a determination to support a petition to seek custody of a child*
- *Providing information to assist a social worker to prepare a petition*
- *Appearing in court or preparing information for a court appearance where county is seeking custody of a child or status of child in county custody is being reviewed*

➤ **Truancy**

- *Preparing truancy petitions or other information for truancy court*

Coordination of Health Services¹

- *Serving as liaison with MA² providers & local health departments*
- *Participating in a meeting or discussion to coordinate or review a child's health care needs*
- *Participating in intake & assessment meetings for day treatment services*
- *Providing information to other staff on a child's related medical/dental/mental health services & plans*

¹ "Health services" refers to those services (physical, dental, mental health, & substance abuse) which are reimbursable or covered by Medicaid

² MA refers to Title XIX or Medicaid

Helping Children & Their Families Access Appropriate Services & Resources

Providing Referrals & Arranging Access to

- *Necessary medical health, dental health, mental health, or substance abuse services*
- *Medical/dental/mental health evaluations*
- *Chemical dependency (CD) assessments*
- *Family planning, pregnancy testing or HIV testing*
- *Admission to hospitals or medical facilities*
- *Child protective services*
- *County child welfare services*
- *EPSDT screenings, interperiodic screens & appropriate immunization*

Assisting with Obtaining Resources

- *Assisting with TEFRA applications*
- *Helping a child or family with eligibility forms, such as MA*
- *Assisting with obtaining resources, such as SSI & day treatment*
- *Collecting information such as income verification, social security number, citizenship, birth certificates, etc.*
- *Gathering information required in advance of referrals*
- *Collaborating with county social services to learn which students are in foster care or assisting them with Foster Care Candidacy determinations*
- *Coordinating with corrections to learn which students are on probation*
- *Participating in non-child/student specific planning meetings (district, school, community, collaborative, interagency) concerning children at risk of out-of-home placement and/or children with health & medical concerns*
- *Developing strategies to assess or increase capacity of school medical/dental/mental health programs*
- *Working with other agencies &/or providers to improve collaboration around early identification of medical/dental/mental health problems*

Developing & Reviewing Intervention or Care Plans

- *Developing health or service plans (other than IEPs) relating to MA services*
- *Developing or monitoring informal intervention plans for children at risk, including updating initial plans, social service case plans & required updates*
- *Developing or updating non-educational case plans*
- *Working with social services or probation staff to plan & coordinate services for youth at risk of out-of-home placement*
- *Developing goals, writing service agreements & engaging in other case management activities*

Assessing or Identifying the Needs of Children

Health Related Needs

- *Completing IEP health related assessments*
- *Identifying gaps or duplication of medical/dental/mental health services to children & developing strategies to improve the delivery & coordination of these services*
- *Assessing the need for & arranging for admission to long-term health care facilities*
- *Charting a child receiving MA supported services*

Child Safety & Welfare Related Needs

- *Assessing the need for child protection referral or out-of-home placement*
- *Interviewing to determine the validity & scope of an emergency that possibly places the child at risk of out-of-home placement or child maltreatment*
- *Acting in capacity of mandated reporter*
- *Convening or contacting Child Protection Team if suspected child maltreatment has occurred*
- *Meeting with Child Protection Team for individual assessments & case consultations*

Following Up & Evaluating the Effectiveness of Services

- *Ongoing monitoring & assessing progress & effectiveness of health or social services*
- *Ongoing evaluation & assessment of the child & family*
- *Making parent, child or collateral contacts to monitor health regimes or provide follow up services*
- *Assisting children to re-enter the school & community after discharge from out-of-home placement or corrections*
- *Visiting a truant child's home to develop, implement or monitor an individual performance contract*

Providing Information through Outreach Activities, such as Training, Public Speaking & Community Planning Meetings

Providing Individual or Group Education & Information on

- *Issues affecting children at risk of out-of-home placement*
- *Identifying the health needs of children*
- *Accessing MA supported services*
- *EPSTD screenings*
- *Developing health related (medical, dental, mental health, behavioral, substance abuse) information & referral sources, such as directories of Medicaid providers, who will provide services to targeted population groups*
- *Providing or participating in individual or group prevention or awareness activities about substance abuse, AIDS or pregnancy*
- *Providing information on issues related to children at risk of placement through health fairs, presentations or school programs (not part of a curriculum or syllabus)*

Participating in Community Planning Meetings Related to

- *Developing community strategies to address the delivery of health care services to the school population*
- *Working with other community agencies to improve collaboration around the early identification of the medical/dental/mental health problems of children*

Preparing for, Providing or Attending Training for Staff (Professional & Paraprofessional) in Collaborative Member Agencies Related to

- *Training to perform administrative services related to children at risk of out-of-home placement*
- *Training to develop competence in the delivery of services to child at risk of out-of-home placement*
- *Training to generally benefit preventive & protective programs or services designed for children at risk of out-of-home placement*
- *Training to improve delivery of medical/Medicaid related services*
- *Training to enhance early identification, intervention, screening & referral of students with special health needs to medical/Medicaid related services*
- *Training on administrative requirements related to medical/Medicaid services*

Educating Foster or Adoptive Parents on

- *Child protection/child welfare issues*
- *Child development issues*
- *Common behavioral issues pertaining to children in their placement*
- *Individual child's special needs*

Spending time on preparation, planning, paperwork, clerical activities, & travel associated with all of the above activities

Examples of Some Activities that Do Not Qualify

- Academic or educational training for staff & volunteers
- Development of instructional plans
- Regular classroom teaching or training of children
- IEP meetings to develop IEP plans
- Formal annual or triennial reviews of IEP plans
- Working with children & youth in secure detention facilities
- Activities billed to MA or third party sources