



Series: Operating Procedures COA: NET 6.03, 7
CFOP: NA

Procedure Name: Standing Team Conferences
Procedure Number: OP-1151
Revision #/Date: 06/22/11
Effective Date: 06/1/2010

Applicable to: All BFP Staff and Contract Providers

SUBJECT: Standing Teams Conferences

PURPOSE:

- To create Multi-disciplinary, Standing Teams to conduct initial, follow up, and critical juncture team conferences for identified children and families.
- To satisfy requirements of predetermined criteria, i.e., Magellan.
- To review Court-ordered services and;
- To identify status, progress, course of action and the initial needs of children and families as they enter the system.
- To complete initial Case Plans
- To have follow up to ensure services were accessed and meet the identified needs of the child and family.
- To make recommendations to providers, CPA, Intake and Clinical Services, and others as needed

PROCEDURE:

- BFP Intake staff will notify the Utilization Review Specialist of the transfer case staffing, Notification will include: the date, time, and Center to which the staffing has been assigned, and the Case name. The Utilization Review Specialist/Care Coordinator (CC) will attend this Staffing if appropriate or as needed.
- The Initial Standing Team/Case Planning meeting will be ordered by the court and date and time set at court for these meetings, The assigned Utilization Review Specialist will send out a reminder notice to the attorneys to ensure the families and all attorneys will be attending.
- The DCM, DCM supervisors, CC, UR staff, child, parent/foster parent, placement staff, GAL, Attorney Ad Litem, current providers, CWLS attorneys, families and their attorneys will compose the Initial Standing Team/Case Planning team members, with the Utilization Review Specialist staff acting as the facilitator. Others involved in the case may request to join or be invited by the team as needed.
- Via email, the UR specialist will notify the DCM unit supervisor, DCM, Utilization Manager, Care Center Manager, GAL, and Attorney Ad Litem, at a minimum, of all future STCs that are scheduled. In consultation with DCM staff or other members, the UR staff may invite others



who are involved in the case to the STC. The DCM is responsible to ensure timely written and verbal notification to the child and family of all subsequent standing team meetings.

- Initial Standing Team/Case Planning conferences are scheduled through the court. Additional standing team dates will be scheduled as needed to attend to current caseload and emergencies and as part of ongoing utilization review. BFP or contracted staff members will be asked to block out days their Center holds these Conference dates open and be available to attend in person.
- Any BFP or contracted staff unable to attend in person must send a supervisor as a replacement or attend by phone.
 - STC core members may be reduced to reflect the purpose
 - It is the goal of BFP to have members attend the Conferences in person.
 - It is also the goal of BFP to have providers in attendance or by phone when unable and must attend in order to have services reauthorized following 22-24 sessions.
- The Team will utilize the CBHA, CAFAS, Case plan, Treatment Plan and other tools at each STC to help to identify needs and services to meet those needs.
 - The Care Plan form will be built through this process and will include the CAFAS, Family Assessments, CBHA, other assessments tools as outlined in the report.
 - DCM staff and other members will be required to bring all available documents related to the case to the Standing Team Conference.
- The wraparound philosophy is one that ensures the family's needs are met with the appropriate services at the appropriate time. This team is created to provide the family with the necessary support to ensure the success of their care plan. It also provides the family with a voice and ownership in their plan. Utilization Review Specialists will facilitate the STCs while adhering to the Wraparound philosophy as defined in the Brevard Family Partnership System of Care.
- Standing Team Conference schedule
 - Initial Standing Team Conference/Case Planning Conferences scheduled by the court
 - 90 Day Reviews (90 days from Case Transfer) as needed
 - Critical Juncture STCs are scheduled as necessary to include:
 - Movement to higher level
 - Baker Act
 - Reunification
 - Runaway
 - Significant Critical Incident(s)
 - Clinical Review, Magellan
 - Permanency
 - Emergency Review
 - High-profile court case
 - Review of services and need for reauthorization
 - Other review
- The Medical Necessity review for Magellan will be organized, scheduled and chaired by the Utilization Manager for BFP. Other Critical Juncture STCs may be chaired by other members as appropriate but mainly will be the responsibility of the Utilization Review Specialist.



- UR staff will schedule, collect, organize, and distribute information to be reviewed as soon as possible, but no later than 3 business days prior to a scheduled STC. Critical Juncture STCs require each member to access information as available. Emergency Review STCs may not have information available to send to comply with this timeline.
- An Emergency Review request may come from any source. The request must be directed to Utilization Review Specialist
- Service Request process
 - All services must be identified in a STC with the exception of emergency by pass referrals. The DCM is required to send the request through the regular process as
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 - It is the goal of this procedure that services will be identified, requested and referred in the Standing Team Conference meetings, when appropriate,
 - AT the initial standing team/case planning conference will review recommendations from the CBHA and other assessments then request, authorize, and refer for service those recommendations the team agrees are needed and have contact with the provider for that service within 3 business days from the date of the review. **This timeline will hold true for all service requests from any STC.**
- Tracking and Reporting
 - A database is available which has been created to track all service requests and recommendations.
 - Monthly, the UR, UM manager, DCM Director or other supervisory representative, will meet to review process issues, concerns, and recommendations as well as review issues regarding funding.
 - Monthly the Data and UM System Administrator reports data to Chief Compliance and Utilization Officer regarding utilization, funding, and trends.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:

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Chief Executive Officer
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APPROVAL DATE: 6/30/11