

## Case Manager's Checklist

All documents are due to the CSA Coordinator one week prior to FAPT. If the documents are not turned in on time, the case will need to be rescheduled.

*NEW CASE: if this is the first time CSA Services are being considered for this child/family*

- Individual Family and Services Plan (IFSP) completed to the best of the case manager's knowledge
- Release of Information: 1 for each parent, and 1 signed by the guardian for the child
- Child and Adolescent Needs and Strengths assessment (CANS)
- Parental Co-Payment Screening Form
- Co-Payment Worksheet (if applicable)
- Individual Education Plan (IEP) if applicable
- Most recent psychological Evaluations if applicable
- Most recent progress reports from any current/previous services providers if applicable
- If it is a DSS case: the current service plan/court order and any court orders showing DSS custody, if applicable

*REVIEW CASE: if new services or an extension of services are being requested for an established child/family*

- Individual Family and Services Plan (IFSP) fully updated and completed
- Progress reports from current providers
- Budget sheet with proposed services
- Updated Child and Adolescent Needs and Strengths assessment (CANS)
- If it is a DSS case: any updates to the service plan/court order

Services are not approved to begin prior to CPMT approval of funding—services will most often begin on the 1<sup>st</sup> of the month following the FAPT meeting. CPMT meets on the fourth Tuesday of each month. If you believe that services need to begin prior to CPMT approval, please complete the emergency funding request form and return it to the CSA Coordinator with any supporting documentation, if applicable.

If you have any questions, please contact the CSA Coordinator:

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