



To: Stafford County FAPT Member Agencies

From: Stafford County Human Services

RE: Updated FAPT referral and IFSP Form

Date: June 29, 2021

The Stafford County Human Services Office is committed to ensuring the FAPT process continues to be collaborative, consistent as well as efficient. An update to the FAPT referral has been made and will **go into effect July 1, 2021**. The revised form:

- Combines the FAPT referral, Pre-IFSP and IFSP into one complete document.
- Case managers complete pages 1-4.
- Page 5 will be completed during the FAPT meeting.
- Remains fillable.

It is the expectation the referral is completed in its entirety; referrals that have not been fully completed will be returned to the case manager. The goals for the youth and family should be written in a strength-based measurable format and come from the CANS. The family should be an integral part of the development of their plan.

The state OCS office staff will be providing a virtual training on August 19, 2021 to all case managers and FAPT members on rating the CANS and how to utilize the assessment for case planning. A focus will also be on how to write a goal in strength-based and measurable terms. An email was sent that included a flier with registration information. If you have not, please reach out to this office and we will forward the information to you.

The Human Services staff will also be providing training on topics related to process changes and updates to CSA. Information regarding these training will be communicated in the near future. We appreciate the collaborative efforts between this office and your agencies. If you have any questions with this new form/process please let us know.

Thank you,

Stafford County Human Services Office