

Family Assessment and Planning Team Tip-Sheet for Remote Meetings

Thank you for your continued commitment to serving children and families during this stressful time. We honor the work you have been doing and continue to do during this crisis period. In response to the COVID-19 pandemic and a declaration of emergency at both the state and national levels, the System of Care program is taking additional steps to safeguard the health of the children and families it serves.

If your client participates in Family Assessment and Planning Team meetings with their guardians, you can use a virtual platform or conference line to continue being involved in these meetings.

Interim Standard Operating Procedures

In response to the COVID-19 pandemic and declaration of emergency, the System of Care has made changes to operating the Family Assessment and Planning Team (FAPT) to allow for meetings to occur via a secure telehealth platform that ensures HIPAA compliance.

Privacy Considerations

Providing for child safety is part of our core mission. Video conferencing may have different safety risks to consider than in-person meetings. Below are a few data and privacy considerations we are making as we host remote FAPT's.

- Ensuring we do not have information about other children in places that are visible to the camera.
- Only allow for those who should or are approved to be part of the meeting.
- No recording of the meeting is permitted.



Remoting In

As a FAPT member or Case Manager, you will receive an email from our CSA Coordinator, Jessica Brown, with the remote access information so that you are able to participate fully. There is no cost to you to participate in the meeting remotely.

We know a virtual meeting will be different from an in-person conversation. All FAPT members are still able to engage with the Case Manager, child, and guardian just like an in-person meeting. We can help everyone be creative to make these virtual meetings meaningful and engaging.

Questions

Communication during this time is essential. If you are unable to participate in a virtual/teleconference meeting or have questions or concerns, please give us a call. We will continue to provide support to you during this time.

If you have any questions, please contact a member of the System of Care team at 703-228-1550.