

# Local Interagency Team Parent Representative Role Description

The Act 264 and the Interagency Agreement reinforce the need and importance of having a parent representative on the Local Interagency Teams. This document serves as a description of the role and activities a parent representative can perform to help ensure the parent's perspective is integrated in the LIT process.

## Act 264

### § 33. LOCAL INTERAGENCY TEAMS

(a) There shall be at least one local interagency team for each administrative district established by the department of social and rehabilitation services whose permanent membership shall include:

(1) the person from the designated community mental health agency for that district responsible for coordinating children's services;

(2) the person managing the district office of the department of social and rehabilitation services for that district;

(3) a special education administrator from a school district in that district;

(4) a person designated by the secretary of the agency of human services;

**(5) a parent of a child or adolescent with a severe emotional disturbance. Such parent shall receive compensation in accordance with the provisions of section 1010 of Title 32, and such compensation shall be paid for by the agency of human services.**

### From the Interagency Agreement:

The DOE and the AHS commit to the existence and support of a system of Local Interagency Teams (LIT) in each of the 12 AHS regions in Vermont. Each LIT includes a special education director selected by the districts in that region, the local children's mental health director, the Family Services director, a family consumer representative, high level local leaders from developmental services and substance abuse, and a VR representative. Other AHS programs are represented as needed. The LIT supports the creation of a local system of care and assures that staff are trained and supported in creating coordinated services plans....

### 1. Things to consider before a Coordinated Services Plan (CSP) meeting:

- ★ Have a handout available that explains what a Parent Representative (PR) is as well as their name and contact information, perhaps a brochure or a business card for PRs.
- ★ Service providers and family organizations know about access to this process and have this information to share with families when considering a CSP.

- ★ PRs and providers know that PRs can get reimbursed for their time, and are aware of the forms and process for reimbursement.
- ★ Family is informed about the availability of the PR and what their role is, as well as being told that it is offered but not required.

2. PR role prior to a CSP meeting:

- ★ Family member contacts PR, or with permission, PR contacts family.
- ★ PR describes process, reviews forms, and shares what to expect.
- ★ PR also lets the family know that the entitlement is to the coordination not the services but that the CSP can also be a good source of advocacy.
- ★ PR helps family to prioritize.
- ★ PR informs family of services/supports that may be available.
- ★ PR asks family what role they would like the Rep to play.
- ★ PR describes who else might be at the meeting and why.

3. PR role at the CSP meeting:

- ★ PR role is defined by the family and could include the following options:
  - Support family in speaking.
  - Act as liaison, bridge, and interpreter.
  - Remind family to share what they need.
  - Speak for the family, only if the family indicates this need.
- ★ PR goes into meeting knowing what the family wants and helps them articulate it, as needed.
- ★ PR and family make list of specific needs to address with the team.
- ★ PR helps team understand what family has experienced.

4. PR role after a CSP meeting:

- ★ PR processes the meeting with the family.
- ★ PR offers *CSP Team Member Survey* as opportunity to give feedback about the process.
- ★ PR explains referral to LIT, SIT, CRC, and appeals processes, if necessary.

- ★ PR offers continued support.

5. PR role before a LIT meeting:

- ★ Family member contacts PR, or with permission PR contacts family.
- ★ PR describes process, reviews forms, and shares what to expect.
- ★ PR also lets the family know that the entitlement is to the coordination not the services but that the CSP can also be a good source of advocacy.
- ★ PR helps family to prioritize their goals.
- ★ PR informs family of services/supports that may be available.
- ★ PR asks family what role they would like the PR to play.
- ★ PR describes who else might be at the meeting and why.
- ★ PR provides contact information and offers separate time to meet.

6. PR role at LIT meeting:

- ★ PR role at LIT is defined by the family and could include the following options:
  - Support family in speaking.
  - Act as liaison, bridge, and interpreter.
  - Remind family to share what they need.
  - Speak for the family, only if the family indicates this need.
- ★ If no prior contact with family, PR identifies role and moves to sit closer to the family.
- ★ PR knows what the family wants and helps the family to articulate it.
- ★ PR and family make list of talking points to ensure they get mentioned.
- ★ PR helps team understand what family has experienced.

7. PR role after a LIT meeting:

- ★ PR processes the meeting with the family.
- ★ PR offers *CSP Team Member Survey* as opportunity to give feedback about the process.
- ★ PR explains referral to LIT, SIT/CRC if necessary.
- ★ PR offers continued support.

8. PR role before and after SIT/CRC:

- ★ LIT PR communicates with SIT/CRC Parent Representative.
- ★ LIT PR follows up with family.
- ★ LIT PR informs family of their options including their right for appeal.

9. PR role in system of care:

- ★ PR provides family voice.
- ★ PR identifies system gaps.
- ★ PR raises hot topics.
- ★ PR provides training to service providers and families.
- ★ With LIT leadership, PR ensures that LIT members understand PR role.
- ★ PR informs families about LIT training.