

Implementation steps by partner for continued
Participation in the LCTS

Social Services/IV-E Specialist:

- 1) IV-E Specialists to review and update private data release forms and obtain permission from families concerning IV-E Candidacy. This release form will include language to ensure that the Social Service Agency is authorized to share private data with Corrections, Public Health and Public School LCTS participants. Agency may wish to send out letters/brochures to families to obtain consent prior to January 1 and/or obtain new consent forms at case plan meetings which occur prior to January 1.
- 2) IV-E Specialist to develop electronic database which will include all IV-E candidates currently being served by their agency. Can also develop a list of children who do not meet the criteria or a “denial list.”
- 3) IV-E Specialist to assist LCTS Coordinator in preparing LCTS training materials to update LCTS participants about new procedures prior to January 1.
- 4) IV-E Specialist to distribute IV-E Candidate lists to participants electronically prior to January 1.
- 5) IV-E Specialist to develop a standard procedure for adding new candidates to the list and updating and distributing new lists at least every six months.

LCTS Coordinator:

- 1) Assist IV-E Specialists and Social Services with implementing all necessary steps.
- 2) Assist with distribution of IV-E candidacy lists via a web-based or other electronic method, and work with each participating partner to determine best method for disbursing and storing the list with participants.
- 3) Assist IV-E Specialist with training of time study participants on new guidelines.
- 4) Assist with development of standard language and/or standard release form to allow partners involved with the time study to obtain consent to share private data with Social Services.
- 5) Assist with developing a process for time study participants to submit the forms efficiently and confidentially to the IV-E Specialist.

Collaborative Coordinator:

- 1) Develop new Governance Board agreement which includes language for the Collaborative to share any liability bestowed upon the Social Service Agency as a result of making IV-E Candidacy eligibility determinations, as well as language for data privacy sharing among the agencies.
- 2) Develop brochure and distribute to Social Services and other appropriate agencies which explains the federal changes and need for updated consent forms to potential IV-E eligible families.

Corrections/Public Health:

- 1) Assist LCTS Coordinator in identifying the best method for distributing the IV-E Candidacy lists to participants to ensure that confidentiality of the list is maintained.
- 2) Review existing case plans to see if they can be modified to include mandatory language which would qualify them for allowable case plans. (Language in case plan must indicate that child is “at serious risk of out-of-home placement” if services are not effective.)
- 3) Review existing release forms to see if they can be modified to include mandatory language which would allow them to share private data with Social Services for purposes of identifying potential IV-E Candidates on their caseloads.

- 4) Review existing case loads to identify potential IV-E candidates and obtain release forms from families in order to share private data with Social Services.
- 5) Prepare and submit IV-E Candidacy Eligibility Determination Forms to Social Services (along with acceptable case plans, if applicable) to identify additional IV-E Candidates to be included on the list.

Public Schools:

- 1) Assist LCTS Coordinator in identifying the best method for distributing the IV-E Candidacy lists to participants to ensure that confidentiality of the list is maintained.
- 2) Begin using new language or obtaining new standard release forms from families of possible IV-E Candidates at regular IEP, IIP or other case plan meetings.
- 3) Assist the IV-E Specialist and/or LCTS Coordinator in identifying key LCTS participants that are aware of possible IV-E candidates within the school buildings and can complete and submit IV-E Candidacy Eligibility Determination Forms on behalf of their school district.
- 4) Prepare and submit IV-E Candidacy Eligibility Determination Forms to Social Services to help identify additional IV-E Candidates to be included on the list.