

# **Overview of the State Interagency Team (SIT)**

**The State Interagency Team meets on the fourth Thursday of each month from 2:00-4:00 p.m.**

**SIT Coordinator:** Cheryle Wilcox, AHS-Department of Mental Health (DMH), Interagency Planning Director, [Cheryle.Wilcox@vermont.gov](mailto:Cheryle.Wilcox@vermont.gov) or 802-760-9171

## **Mission of SIT**

Identify systems issues so supports for children and families can be provided as flexibly as possible.

## **Mandate of SIT**

A law was passed called Act 264 and expanded in 2005 under the Interagency Agreement that assures interagency collaboration between the Agency of Human Services (AHS) and the Agency of Education (AOE) for children and youth with disabilities. This law created the SIT to identify systems issues and facilitate collaboration so supports and services can be provided to families as flexibly as possible.

## **Membership of SIT**

- Vermont Federation of Families for Children's Mental Health (VFFCMH)
- Vermont Family Network (VFN)
- Department for Children and Families, Family Services Division (DCF-FSD)
- Department for Children and Families, Child Development Division (DCF-CDD)
- Department of Mental Health (DMH), Child, Adolescent and Family Unit (CAFU) and Commissioner's Office
- Department of Disabilities, Aging and Independent Living, Developmental Disabilities Services Division (DAIL-DDSD)
- Department of Health, Children with Special Health Needs
- Agency of Education (AOE)
- Department of Health, Alcohol and Drug Abuse Programs (ADAP)
- Agency of Human Services, Field Director Unit
- Department of Vermont Health Access (DVHA)

## Teams Identified within Act 264

Team	Purpose	A referral may be made if...
<b>CSP</b>	<ol style="list-style-type: none"> <li>To bring a local team together through a process that follows a series of steps to help children/youth and their families realize their hopes and goals and to develop a plan that brings together the services and supports needed.</li> </ol>	A child/youth is receiving services from multiple entities and there is a need for coordination.
<b>LIT</b>	<ol style="list-style-type: none"> <li>LIT supports the creation of a local System of Care (SOC) and assures that staff are trained and supported in creating CSPs. Families access the LIT that corresponds to the Designated Agency (DA) within their catchment area. When there is a special circumstance (DCF custody, more than one DA in a region, etc.) please contact the Operations Chief at DMH to assist in problem-solving by calling 802-241-0090.</li> <li>Any member of a local CSP team, including family members, can make a referral to their LIT if they want broader solutions and ideas for additional supports, services or higher level of care recommendations.</li> </ol>	The local CSP team isn't sure what else to do for a family experiencing complex challenges.
<b>CRC</b>	<ol style="list-style-type: none"> <li>Reviews the request for residential placement to determine whether a child's needs meet the criteria for this level of care. If so, reviews and approves referrals to potential programs which match the child's individualized needs.</li> </ol>	A referral is made from a CSP or LIT for a child to access residential care.
<b>SIT</b>	<ol style="list-style-type: none"> <li>To be a resource to LITs by responding to questions and system barriers, problem-solving and giving specific recommendations back to the family and LIT; <b>and</b></li> <li>To make recommendations to the Secretaries of the AHS and the AOE about the need for programs, supports or services that don't exist or barriers, including financial. This is done in the annual SOC Report developed by SIT.</li> </ol> <p style="text-align: center;"><b><i>Important Note about the purview of SIT</i></b>  <i>Because residential placements are funded and approved by departments, referrals should not be made to SIT for the purpose of determining level of care. For full guidelines for residential referrals please refer to the Case Review Committee Guidelines and Procedures.</i></p>	A LIT has had a family come to LIT and although they have tried additional supports and services, the family and team is still struggling and there are barriers to accessing supports.

## **Making a Referral to SIT**

1. Prior to making a referral to SIT, the LIT Coordinator must:
  - a. Get consent from the family for the referral to move forward
  - b. Provide information to the family about the VFFCMH and the role of parent reps (give rack card handout from VFFCMH)
  - c. Provide the family the SIT Family Guide
2. LIT Coordinator completes Coordinated Services Plan
  - a. Coordinated Service Plan packets must be **complete** to be accepted for discussion at SIT. Please double check the list of documents on the CSP to be sure all documents are included. Important documents include:
    - i. A cover letter stating what the Local Interagency Team is looking for from SIT
    - ii. The release signed by the family
    - iii. Most recent evaluations, including psychological and special education evaluations
    - iv. Most recent Individualized Education Plan (IEP), 504 Plan, or Educational Support Team (EST) Plan
    - v. Participant list of who attended the Local Interagency Team meeting
3. LIT Coordinator sends the packet securely to the SIT Coordinator at least 10 days prior to the SIT meeting.
4. After the SIT meeting LIT can expect a response within five business days –this response may be a formal letter with recommendations, asking follow-up questions, or to notify the LIT that more time is needed by SIT members to strategize about systems barrier.

**To find more information about Coordinated Services Plans, LIT and/or SIT go to: [www.act264.vt.gov](http://www.act264.vt.gov)**