

# Guidance for Local Interagency Teams (LIT)

Provided by the State Interagency Team

Revised June 2024



## Responsibilities of LIT

- Coordinate and implement Coordinated Services Plans
- Create a forum for identifying, assessing, and addressing service system needs at the local level
- Dispute resolution for families (e.g. if a coordinated services plan is not satisfactory)
- Identify & report information and data for the annual priorities for the System of Care to the ACT 264 Board
- Assure the partners in your community, and core agency staff are trained and supported in creating coordinated services plans
- Complete annual survey of LIT functioning from Act 264 Board

## Mandate of LIT

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. LIT supports the creation of a local System of Care (SOC) and assures that staff are trained and supported in creating Coordinated Services Plans. Families access the LIT that corresponds to the Designated Agency (DA) within their catchment area. 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.

## Membership of LIT Required by Act 264 Statute *(updated to reflect current agency names)*

- The person from the designated community mental health agency for that district responsible for coordinating children's services;
- The person managing the DCF-Family Services District Office;
- A special education administrator from a school district in that district;
- A parent of a child with special needs (Parent Representative);
- AHS Field Director

Others, as determined locally, may include additional representatives from:

- Agency providers (Mental Health, Substance use, Developmental Disabilities and other Disability service providers)
- Department of Labor
- Department of Corrections
- Child Development Division and/or local Children's Integrated Services team member
- Adoption Consortium

The LIT shall appoint one of its permanent members to be chair. If the LIT cannot agree on a chair, one will be appointed by the State Interagency Team.

## How does your LIT Function?

- How many meetings do you have per year? (how many meetings do you need to achieve your mission and goals?)
- Do you have the right membership at your meeting?
- Establish meeting norms
- Assign notetaker and facilitator
- Who prepares and sends an agenda ahead of the meeting?
- What is your mission and goals as a team that clarifies the role of LIT?

## Activities of LIT

- Establish a practice for how families participate in your LIT meetings. *Resources exist on the IFS website such as the SIT Family Guide and Washington County guidance*
- Discuss and plan CSP trainings for your region
- How do you focus on building our working relationships?
- How do you document your work and share data?
- What are the local systems issues you are focused on?
- How do you celebrate your work and collaborations?
- How do you ensure effective practices are continued?
- Review Residential Data on a quarterly data
- Review Annual System of Care Report
- Do you have a referral process your CSP teams know about?

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*For more information and resources related to Act 264 please visit the IFS website at: <https://ifs.vermont.gov/docs/sit>*

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*For Questions about this guidance please contact SIT Co-chairs*

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