VERMONT Consultation & Psychiatry Access PROGRAM

Supporting Pediatric and Perinatal Providers

PRIMARY CARE PROVIDERS GUIDE

ACT 264 MEETINGS

(802) 488-5342 | Mon–Fri 9AM–3PM | vtcpap@vtcpap.com | www.vtcpap.com

WHAT IS ACT 264?

Act 264 is a Vermont law passed in 1988 to support coordination between education, mental health, child welfare, and other human services for children and youth with complex needs.

An **Act 264 Meeting**, also known as a **Coordinated Services Planning (CSP) Meeting**, brings together the people and organizations involved in a child's care to improve communication, coordinate services, and develop a shared plan.

The meeting provides an opportunity to develop a shared understanding of the child's strengths and needs, brainstorm solutions, and coordinate existing supports. **The meeting itself does not guarantee access to additional services or provide funding for new interventions.**

WHAT CAN YOU EXPECT AT AN ACT 264 MEETING?

A facilitator will guide the meeting. Participants may include:

- The child or youth, when appropriate
- Caregivers, family members, and natural supports
- School representatives
- Department for Children and Families (DCF) representatives, when involved
- Mental health providers
- Medical providers and other professionals working with the child or family
- Other community or agency partners involved in the child's care

Parents may also have a parent representative participate to provide support and advocacy.

The meeting follows a structured process and is intended to develop a Coordinated Services Plan. The plan may identify:

- The child and family's hopes and goals
- Strengths
- Needs and challenges
- Current services and supports
- Additional resources that may be helpful
- Responsibilities and next steps for members of the team

WHAT IS THE ROLE OF THE PCP?

PCPs are important members of the child's team. Because primary care providers often

have longstanding relationships with children and families, they can offer valuable clinical and historical perspectives.

During the meeting, a PCP may be asked to provide information about the child's:

- Physical and mental health
- Diagnoses and assessment history
- Medications and treatment
- Strengths and areas of concern
- Relevant medical history

PCPs can also help the team understand how the child's medical and mental health needs may affect functioning across home, school, and community settings.

HOW SHOULD A PCP PREPARE?

Before the meeting, consider:

- Reviewing the child's chart and relevant treatment history.
- Identifying questions or concerns you would like the team to address.
- Considering recommendations related to treatment, services, or care coordination.
- Clarifying what information may be helpful to share with the broader team.

If you have unresolved questions related to a child's mental health screening, assessment, diagnosis, treatment, or medication management, you can consult with VTCPAP at (802) 488-5342 before the meeting.

WHAT IF I CAN'T ATTEND?

It's okay if you can't attend. Teams understand that scheduling can make participation difficult for PCPs. If you are unable to attend, consider sending relevant clinical information, questions, concerns, or recommendations to the meeting organizer in advance.

When appropriate, it may also be helpful to schedule a follow-up visit with the child and caregiver after the Act 264 meeting to review the plan and address any recommended clinical changes, such as medication adjustments.

HELPFUL RESOURCES

- Vermont Federation of Families for Children's Mental Health: CSP Fact Sheet
- Vermont Agency of Human Services: Guide to Act 264 for Families & Caregivers

__ADAPTED FROM:__ The Vermont Agency of Human Services, Integrating Family Services, Guide to Act 264 for Families & Caregivers.

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