LCTS Public Schools Participant Checklist

Are you involved with casework, care management, service coordination, or outreach activities for children? These are those "administrative" types of social & health services that you may provide for children experiencing risk factors, special needs or health concerns.

If you spend your time working to provide case management, service coordination or outreach on behalf of these children, then you are eligible to participate in the LCTS. Case management, service coordination & outreach related to children's welfare, risk of placement or health generally include:

- Helping children & their families access appropriate services & resources
- Developing & reviewing intervention or care plans
- Assessing or identifying the needs of children
- Following up & evaluating the effectiveness of services
- Providing information through outreach activities, such as training, public speaking & community planning meetings

If you spend all or most of your time directly delivering services to children (such as regular classroom teaching & direct therapy services), then you are *not* eligible to participate.

If you are employed at least 20 hours a week & spend ***40%*** of your total working hours engaged in the types of case management, service coordination or outreach activities listed above (including related supportive activities such as paperwork & travel), then you qualify to participate in the LCTS. (If you are not certain whether you qualify, please see your LCTS Coordinator.)

Please check

☐ I do meet the above requirements & should be on the LCTS

☐ I do not meet the above requirements & should not be on the LCTS

Name _____

Position Title _____

Employed by _____

Signature _____
Staff Participant

Other Signature _____
Supervisor, LCTS Coordinator, Other Authorized Signer

Date _____

Thank you!