

INFORMATION PAPER

MCXR-APG-AS
28 March 2007

SUBJECT: Family Advocacy Program

1. Purpose. To explain the Family Advocacy Program (FAP)/Case Review Committee (CRC) process.

2. Facts.

a. The RPOC (Reporting Point of Contact) for Family Advocacy is the APG Police. When the APG Police respond to a domestic issue the family is given a Family Advocacy Referral and instructed to report to Family Advocacy, Kirk US Army Health Clinic, Room 302, at 0730 the following duty day.

b. An initial intake is done by Beverly Yost, Social Services Asst, who explains to the family why they are there, what to expect from the program and how the CRC (Case Review Committee) program works. A packet of paperwork is then given to the family along with an Information Paper, and in child cases, a Child Abuse/Neglect Evaluation Process Advisement. After paperwork is completed the family is then assessed by Joyce Guidish, LCSW-C, individually and together. Ms. Guidish suggests services, if needed, and performs a Risk Assessment and Safety Plan.

c. On the third Wednesday of each month (unless otherwise noted) the Family Advocacy Program Case Review Committee (FAPCRC), a multidisciplinary team, meets to present and/or review cases. This is the opportunity for the commander and/or 1SG to ask questions and give input pertaining to their soldier's case. Each command will receive a telephone call from Ms. Yost to advise the CO and 1SG of the CRC date and present them with a time slot for their soldier(s). Each command will receive an email from Ms. Yost with the same information and will also receive a letter.

d. After the CRC, the command will receive a letter within 48 hours as to the disposition of their soldier(s). If the case is substantiated a Treatment Plan will be included. The letter will also include a memo to be returned to Ms. Yost stating concur/nonconcur and signed by the commander or 1SG.

e. If the case is substantiated it will be reviewed every 90 days unless there is a subsequent incident. If the Treatment Plan is completed and there are no subsequent incidents, the case will close one year from the date of original incident. If a subsequent incident occurs, the case will close one year from that date.

f. If the case is unsubstantiated the soldier will not be mandated to complete the Treatment Plan; however, services will still be offered to the family.