

**EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)**

For use of this form, see AR 608-1; the proponent agency is ACSIM.

*(NOTE: Pre-site materials are annotated with an asterisk \*)*

**10000 ARMY COMMUNITY SERVICE**

**10000.1 The garrison commander has established the installation EFMP committee. CAT 1 (Rehabilitation Act and DODD 1020.1)**

- Review committee minutes to validate
  - Quarterly meetings.
  - Required membership.
  - Appointment orders.
  - Discussion and resolution of EFMP issues.
  - Garrison commander approval of minutes.

**10000.2 The Special Needs Accommodation Process (SNAP) Team is a subcommittee of the installation EFMP committee. CAT 1 (Rehabilitation Act and DODD 1020.1)**

- \*Ensure SNAP SOP:
  - Structures the team as a subcommittee of the installation EFMP committee.
  - Depicts team chairperson and membership stated in AR 608-75.
  - Outlines SNAP objectives, referral process, placement of children, training/follow-up technical assistance, administering medication, performing care-giving health practices, and policy exceptions.
  - Addresses SNAP Review Team per AR 608-75.
- Review SNAP minutes to validate:
  - Determination of child care and youth supervision placement considering feasibility of program accommodations and availability of services to support child/youth needs.
  - Recommendation of placement setting that accommodates to the extent possible the child or youth's individual needs.

**10000.3 An installation EFMP SOP is on file. CAT 1 (Rehabilitation Act and DODD 1020.1)**

- \*Ensure installation EFMP SOP addresses how each of the EFMP component activities (ACS, medical, military personnel, civilian personnel, directorate of public works, child and youth services and community recreation) implement regulatory responsibilities and functions.

**10000.4 An EFMP roster of enrolled Soldiers is established. CAT 1 (Rehabilitation Act and DODD 1020.1)**

- Ensure the roster-
  - Is alphabetized by name of Soldier.
  - Contains demographic information on DD Form 2792 and DD Form 2792-1.
  - Information is easily retrievable.

**10000.5 All relocating Soldiers EFM housing and community support needs are assessed and shared with the gaining command prior to departure from the installation. CAT 1 (DODD 1342.17 and DODI 1342.22)**

- Review completed DA Forms 7415.
- Ensure client contact logs and case records document housing and community support assessment and notification.

**10000.6 The losing ACS informs relocating families of exceptional school age children about the need to obtain the following information for transitioning to the new school: a copy of the IEP, a summary of educational activities and performance for the current or past school year and any medical records. CAT 1 (DODD 1342.17)**

- Ensure client contact logs and case records document provision of information to help children transitioning to a new school.

**10000.7 The gaining ACS links parents with appropriate special education school officials and medical providers and, upon request of parents, participates in the individualized education program process. CAT 1 (DODD 1342.17)**

- Ensure client contact logs and case records document compliance with standard.

**10000.8 The installation EFMP manager assists EFMP families in developing solutions to EFMP issues and problems (for example, inaccessible facilities and programs). CAT 1 (Rehabilitation Act and DODD 1020.1)**

- Ensure client contact logs and case records document assistance to families with EFMP issues and problems.
- Conduct focus group of EFMP families to ensure EFM services are provided.

**10000.9 ACS informs EFMP families about the availability of community support services and educational resources. CAT 1 (DODD 1342.17)**

- Ensure ACS information and referral file contains accurate information on organizations and agencies serving individuals with disabilities and chronic illnesses.
- Ensure client contact logs and case records document provision of information, assessment and referral to military and civilian EFMP community support services.

**10000.10 ACS provides EFMs with information about rights and responsibilities under local, State and Federal laws following coordination with the servicing staff or command judge advocate. CAT 2 (5 points)**

- Review information about EFM rights and responsibilities. (2 points)
- Ensure client contact logs and case records document provision of information about rights and responsibilities in coordination with servicing or command judge advocate. (3 points)

**10000.11 ACS facilitates EFMP support groups. CAT 1 (DODD 1342.17)**

- Review listing of support groups and advocacy organizations in EFMP section of ACS information and referral file.
- Ensure client contact logs and case records document provision of advocacy and support group information.
- Review support group agendas and group session logs.

**10000.12 ACS has an EFMP command information and education program. CAT 2 (5 points)**

- \*Ensure EFMP command information and education plan (3 points)
  - Is prepared annually.
  - Outlines component agency responsibilities, tasks and milestones.
  - Is monitored quarterly for implementation.
- Ensure articles are published quarterly and EFMP brochure is on file. (1 point)
- Review schedule and group session logs for briefings, education and training sessions. (1 point)

**10000.13 If not available or accessible through military CYS (for example, adult respite care and care user's home), TRICARE Extended Care Health Option or civilian resources, ACS establishes and maintains a respite care program for eligible family members with disabilities. CAT 1 (DODD 1342.17)**

- \*Ensure appropriate SOP addresses ACS implementation of respite care program per AR 608-75.
- \*Ensure memorandum of understanding/memorandum of agreement with CYS and/or civilian community document provision of respite care per AR 608-75.
- Review respite care provider recruitment materials and respite care provider training schedule, outline and group session logs.
- Ensure completed DA Form 3063 validates certified homes and placements.

**10000.14 ACS coordinates with CYS, military community recreation and with applicable civilian agencies to ensure that recreational and cultural programs are available and accessible to family members with disabilities. CAT 1 (Rehabilitation Act and DODD 1020.1)**

- \*Ensure SOP addresses implementation of recreational and cultural programs for family members with disabilities (military and/or civilian community).
- \*Ensure memorandum of understanding/memorandum of agreement document provision of recreational and cultural programs per AR 608-75.
- Review schedule and outline of programs.
- Interview CYS Coordinator and Community Recreation Division Chief.
- Ensure client contact logs and case records document coordination and provision of recreational and cultural programs.

**20000 ARMY MEDICAL DEPARTMENT**

**20000.1 The MTF commander has appointed qualified staff to perform the EFMP functions. CAT 1 (Federal Managers' Financial Integrity Act of 1982)**

- \*Review documentation of appointment for three positions:
  - EFMP physician.
  - EFMP case coordinator.
  - Special needs advisor.

**20000.2 The SNA documents assignment coordination activities with Military Personnel Agency. CAT 2 (5 points)**

- Review suspense filed DA Forms 7413 or equivalent documentation:
  - 90% of all queries are documented. (4 points) or
  - 80% of all queries are documented. (3 points) or
  - 70% of all queries are documented. (2 points)
- \*Ensure clinic SOP includes instructions to document coordination activities. (1 point)

**20000.3 EFMP physician reports medical resourcing needs to the MTF commander or representative. CAT 2 (5 points)**

- Review documentation of current or past requests to obtain required personnel and/or material resources. (3 points)
- \*Ensure clinic SOP contains description of request process. (2 points)

**20000.4 The EFMP case coordinator distributes published EFMP identification criteria in the MTF. CAT 2 (5 points)**

- Ensure evidence exist through documentation or demonstration that EFMP identification criteria are distributed and available throughout the MTF. (4 points)
- \*Ensure clinic SOP contains instructions for distributing EFMP identification criteria. (1 point)

**20000.5 EFMP physician ensures that all medical providers receive training to become knowledgeable of EFMP requirements. CAT 2 (5 points)**

- Review documentation of a training process that reasonably ensures that all MTF medical providers receive training on EFMP identification criteria and referral process. (3 points)
- Review examples of instructional materials. (1 point)
- \*Ensure clinic SOP describes how training is executed. (1 point)

**20000.6 MTF commander directs health care providers to screen family members for possible enrollment in EFMP during routine health care services. CAT 2 (5 points)**

- \*Review MTF commander's directive. (4 points)
- \*Ensure clinic SOP contains instructions for implementing directive. (1 point)

**20000.7 The OCONUS family member deployment screening is completed per paragraph 2-1b and Appendix E, AR 608-75. CAT 1 (DoDI 1315.19)**

- Review DA Form 5888s (Family Member Deployment Screening Sheet) to document correct completion of records.
  - EFMP physician or trained designee is authenticating signature.
  - Completed DA Form 5888 has MTF EFMP stamp.
  - If medical/developmental problems are identified, the physician or medical practitioner will indicate under Part B of DA Form 5888 that enrollment is warranted; otherwise indicate not warranted.
  - If needed, DD Form 2792 and/or DD Form 2792-1 are attached.
- Review completed DA Forms 7246.
- \*Ensure clinic SOP defines and states that all of the above procedures are completed in accordance with AR 608-75.

**20000.8 The EFMP physician ensures that EFMP summaries are completed and distributed per paragraph 3-1, AR 608-75. CAT 2 (5 points)**

- Ensure EFMP office procedure documents processing of individual records. The procedure addresses: (4 points)
  - Forwarding DD Form 2792 and/or DD Form 2792-1 to the RMC for coding.
  - Receiving computer hard copy print out of EFMP Summary from RMC.
  - Forwarding copy of computer hard copy printout of EFMP Summary to outpatient treatment records section.
- \*Ensure clinic SOP includes description of summary procedures. (1 point)

**20000.9 The EFMP case coordinator forwards demographic information on DD Form 2792 and DD Form 2792-1 to installation EFMP manager. CAT 2 (5 points)**

- Review documentation that information is forwarded to installation EFMP manager when a family member is enrolled. (3 points)
- Interview installation EFMP manager to verbally confirm that process for forwarding information is current. (1 point)
- \*Ensure clinic SOP describes process for forwarding information to the installation EFMP manager. (1 point)

**20000.10 The MTF commander provides statistical data to the installation EFMP manager for DA Form 3063. CAT 1 (DODI 1342.22)**

- Interview installation EFMP manager to verbally confirm receipt of data.
- \*Ensure clinic SOP contains instructions in the collection and distribution of required data.

**20000.11 The EFMP case coordinator refers Soldiers and family members to installation EFMP manager for community support services. CAT 2 (5 points)**

- Interview installation EFMP manager to verbally confirm that activity is currently executed. (4 points)
- \*Ensure the clinic SOP describes referral process. (1 point)

**20000.12 The EFMP physician provides professional technical assistance to ACS in development and execution of family-find activities. CAT 2 (5 points)**

- Interview installation EFMP manager to verbally confirm that technical assistance exist. (3 points)
- Review documentation of technical assistance. (1 point)
- \*Ensure clinic SOP describes the requirement for provision of technical assistance to ACS in development and execution of family-find activities. (1 point)

**20000.13 The EFMP physician ensures that a designated MTF EFMP staff representative attends the quarterly installation EFMP committee meeting. CAT 2 (5 points)**

- Review evidence of the designated MTF EFMP staff representative attendance. (4 points)
- \*Ensure clinic SOP contains attendance instructions. (1 point)

**30000 MILITARY PERSONNEL DIVISION (MPD)/PERSONNEL SERVICE BATTALION (PSB)**

**30000.1 Soldiers are queried about an EFM during in-processing, Soldier readiness processing, reassignment interview and out-processing. CAT 2 (5 points)**

- \*Ensure appropriate division/battalion SOPs address query implementation. (1 point)
- Ensure DA Forms 7415 are signed by Soldiers, provided to installation EFMP manager on a weekly basis and maintained on file. (3 points)
- Interview military personnel division (MPD)/personnel service battalion (PSB) staff and installation EFMP manager. (1 point)

**30000.2 OCONUS family member deployment screening is completed per AR 608-75. CAT 1 (DODI 1315.19)**

- \*Ensure stand-alone or appropriate MPD/PSB SOPs address implementation of OCONUS family member deployment screening.
- Ensure family travel records document:
  - Completion of screening within 30 days of Enlisted Distribution Assignment System (EDAS) cycle or receipt of Request for Orders (RFO).
  - MPD/PSB staff completing and authenticating Part A of DA Form 5888.

Ensure DA Form 5888 is validated with an MTF EFMP stamp.

**30000.3 Soldiers are deferred (except AIT) until notification is received from OCONUS travel approval authority about available EFMP services. CAT 2 (5 points)**

Ensure EDAS and RFO systems document deferral of Soldiers until notification is received about available EFMP services.

**40000 CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)/CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC)**

**NOTE: STANDARDS 40000.2 - 40000.5 ARE ONLY APPLICABLE OUTSIDE THE UNITED STATES.**

**40000.1 An EFMP SOP is on file. CAT 1 (DODI 1315.19)**

\*Ensure appropriate SOP addresses query process, coordination with DODDS and medical activity, referral to ACS and sanctions against civilian employees who refuse to participate in EFMP.

**40000.2 All civilian employees relocating outside United States where family member travel is authorized at government expense complete DA Form 5863 (EFMP Information Sheet). CAT 1 (DODI 1315.19)**

\*Query CPOC to validate placement of DA Form 5863 on left side of the relocating civilian employee's official personal folder when special needs do not exist; or

\*Query FMWRC (IMWR-FPT) to validate receipt of completed DA Form 5863 when relocating civilian employee's family member has special needs.

**40000.3 Coordination occurs with gaining DODDS regional office before employee relocates outside United States with children requiring special education. CAT 1 (DODI 1315.19)**

\*Query FMWRC (IMWR-FPT) to validate that DA Form 5863 contains statement that coordination was accomplished with the gaining DODDS regional office. The statement includes the name, title, and telephone number of CPAC and DODDS staff coordinating the special education needs and date of coordination.

**40000.4 Coordination occurs with the gaining medical activity before employee relocates outside United States with family members with medical needs. CAT 1 (DODI 1315.19)**

\*Query FMWRC (IMWR-FPT) to validate that DA Form 5863 contains a statement that coordination was accomplished with the gaining medical activity. The statement includes the name, title, and telephone number of CPAC and medical staff coordinating medical needs and date of coordination.

**40000.5 All civilian employees who have a dependent child with special education and medically related service needs and intend to relocate with the child outside the United States are referred to ACS for general relocation information about the new duty station. CAT 1 (DODI 1315.19)**

\*Review list of civilian employees referred to ACS.

**50000 DIRECTORATE OF PUBLIC WORKS**

**50000.1 Exceptions to housing assignment are processed for persons with disabilities. CAT 2 (5 points)**

Ensure case records contain request for exception to housing assignment, medical evaluation of EFM needs, and approval/disapproval memorandum. (5 points)

**50000.2 Housing modifications are accommodated. CAT 1 (Architectural Barriers Act and Americans with Disabilities Act)**

Ensure service/job orders document EFM housing modifications.

Ensure a list of EFM dwelling units is in HOMES (Housing Operations Management System) or maintained manually.

**60000 CHILD AND YOUTH SERVICES**

**60000.1 SNAP and installation EFMP SOP are on file in CYS central SOP file. SOPs contain signatures documenting coordination with CYS. CAT 1 (Rehabilitation Act and DODD 1020.1)**

Ensure CYS central SOP file contains copies of SNAP and installation EFMP SOPs. Ensure SNAP and installation EFMP SOPs contain signatures documenting coordination with CYS.

**60000.2 CYS service delivery systems are available to all children/youth with disabilities through the SNAP process. CAT 1 (Rehabilitation Act and DODD 1020.1)**

Ensure CYS enrollment data identifies child/youth with special needs.

Review SNAP minutes to validate:

- Assessment of each child/youth's needs.
- Technical assistance requirements.
- Placement and referral decisions.

**60000.3 Special needs training is provided for CYS staff. CAT 1 (Rehabilitation Act and DODD 1020.1)**

Ensure individual development plans document:

- Special needs awareness training for all staff and caregivers.
- Specialized training based on needs of individual children assigned to caregiver's CYS program.
- Birth to preschool special needs training using modules "Including All Children" for caregivers working with infants and toddlers.



**70000 COMMUNITY RECREATION**

**7000.1 EFMP SOP is on file. CAT 1 (Rehabilitation Act and DODD 1020.1)**

- \*Ensure EFMP SOP addresses:
  - Implementation of regulatory responsibilities and functions.
  - Policy exceptions.
  - Provision of recreational programs for EFMs.
  - Special events to promote awareness of recreational opportunities for EFMs.

**7000.2 Individuals with disabilities are provided reasonable program accommodation. CAT 1 (Rehabilitation Act and DODD 1020.1)**

- \*Review memoranda documenting exceptions to policy.
- Review list of alternative resources for recreational programs not available on the installation.
- \*Ensure SOPs for individual programs address safety and environmental requirements for EFMs.