

FREDERICK COUNTY CPMT AGENDA

March 25, 2018

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. Approve February Minutes
 - B. Approve Budget Request Forms
- IV. Executive Session
 - A. Budget Sheet Error
- V. Committee Member Announcements
 - A. As Needed
- VI. CSA Report Jackie Jury
 - A. Financial Report
 - B. CSA Updates
 1. HFW ICC Expansion Grant Update
 2. April Meeting Reminder
- VII. Old Business
 - A. Strategic Plan Update Jackie Jury
 1. UM/UR Jackie Jury
 2. Measure Program and Quality Service Jackie Jury
 3. CSA Website Jackie Jury
- VIII. New Business
 - A. Administrative Memo #19-02 Jackie Jury
 - B. Administrative Memo #19-03 Jackie Jury
 - C. Private Day School Cap Jackie Jury
- IX. Review Assigned Tasks
- X. Next Meetings
 - A. CPMT March 25, 1st Floor Conference Room- See Memo for future dates
 - B. Joint FAPT/CPMT Meeting, 1-2pm, 2nd Floor Public Works Conference Rm
- XI. Adjourn

**Instructions for Closed Session:

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (15), and in accordance with the provisions of 2.2-5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the Family Assessment and Planning Team and the Child & Family Team Meeting process, and whose case is being assessed by this team or reviewed by the Community Management and Policy Team
- Motion to return to open session-
- Motion that the Frederick County CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

CPMT Meeting Minutes: Monday February 25th, 2019

The Community Policy and Management Team (CPMT) Committee met on February 25th, 2019 at 1:00 pm in the first-floor conference room at Frederick County Government Offices Administration Building, 107 North Kent Street, Winchester, VA 22601.

The following members were present:

- Jay Tibbs, Frederick County Government
- Dawn Robbins, Parent Representative
- Tamara Green, Frederick County DSS
- Dana Bowman, Children Service of Virginia
- Leea Shirley, Lord Fairfax District Health Department proxy

The following members were not present:

- Peter Roussos, Court Services Unit
- Mark Gleason, Northwestern Community Services Board
- Michele Sandy, Frederick County Public Schools

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Brittany Arnold, CSA Account Specialist

Call to Order: Jay Tibbs called the meeting to order at 1:04 pm.

Adoption of January Agenda: Tamara Green made a motion to adopt the February agenda as; Dawn Robbins seconded; CPMT approved.

Consent Agenda: The following items were put in the Consent Agenda for CPMT's approval:

- January 28th CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

Adoption of January Minutes: Dawn Robbins made a motion to approve the January minutes; Tamara Green seconded; the CPMT approved.

Adoption of Budget Request Forms: Tamara Green made a motion to approve the Budget Request Forms; Dana Bowman seconded; the CPMT approved.

Committee Member Announcements: Dana Bowman shared that Crossroads Substance Abuse Clinic will be opening its doors on March 4th, 2019.

CSA Report: Fiscal Year 2019 Pool Reimbursement: Net Expended: \$1,576,535.10 with a local match of \$616,236.93. Of the 121-youth served to date, 17 were in congregate care and 21 were in a TFC setting.

Special Education Wrap Budget: SpEd Wrap youth used \$5,435.00 out of the \$13,730.00 allocated. \$8295.00 is currently encumbered.

Non-mandated Budget: The CSA Coordinator summarized the non-mandated budget for FY19 stating that \$1999.45 has been encumbered with \$24,713.30 out of the total \$34,011.00 being spent.

Office Updates:

- High Fidelity WrapAround SOC Grant
 - The new grant year started on October 1. The goal for the year is 25 cases, the region is currently at 16. Frederick County has referred 14.
- The CSA Coordinator will not attend the April 22nd meeting and the Deputy County Administrator, Jay Tibbs will be covering the CSA agenda and report during the meeting.

Old Business:

- Strategic Plan Update-
 - The CSA Coordinator will develop some objectives and the CPMT will discuss them at the March 25th meeting.
- Utilization Review/Management
 - The Joint FAPT/CPMT meeting discussed the proposed goals for Frederick County CSA's strategic plan. The FAPT concurred with the inclusion of the goal to enhance the current UM/UR plan and process.
- Measure Program and Service Quality
 - The FAPT members concurred with the inclusion of implementing measurements of data elements in the CSA program.
 - Data will be collected in the form of surveys or other means to assess numerous areas across the CSA program. Some of these areas include client satisfaction, vendor satisfaction, FAPT satisfaction, and/or family engagement.
- CSA Website improvements
 - The FAPT agreed that improving the CSA website to include access for case managers to obtain contracted vendor rates, forms, etc and parents to get information regarding services for their child.
 - The CSA Account Specialist obtained access and received training to maintain the website. The website administrator is currently working on the best login forum for case managers.

New Business:

- Legislative Update-
 - The proposed House Bill 2597 could have a small impact on local CSA. The bill provides for temporary custody of child victims of sex trafficking. Item 282 #1h would add a minimal amount of money to the general fund to reduce the financial impact of this bill. However, this population is mostly located closer to the metropolitan areas and the CSA Coordinator does not anticipate a huge impact on Frederick County CSA.
 - State Report/Senate Bill-
 - § Private Day School rates currently impact and have increased the overall CSA budget.
 - § The state is currently working on a report studying the private day school (PDS) rates because of the increase in the daily PDS rate over the past 3-4 years. The rate increases have had substantial impact on in the CSA budget at the state level.
 - § The state is researching regulations, services, defining expectations, and limiting rate increase.
 - Effective July 2019, PDS facilities are only allowed to increase rates/CSA can only pay for an additional 2%.
 - § The proposed Senate Bill changed the report due date to October from July.
 - House Bill 2014 Family First Presentation Services Act provides language to align Code of Virginia with the statutory language of the Family First Prevention Services Act of 2018.
 - § Effective October 2019
 - § The state is working on policies and procedures for the administrative financial management of the program.
 - The State is currently studying and implementing a PDS pilot, studying outcome measures and what it would take to transition currently place PDS youth back into the public-school setting.
 - § The study will be conducted in 2-8 localities, primarily due to the increase in rates.
 - § CSA is currently not allowed to fund services in the public- school setting, however, depending on the outcome of the pilot, CSA may be given the ability to pay for services in the public-school setting to support youth in the LRE.

Review Assigned Tasks:

- The CSA Coordinator will continue to work on the Strategic plan and bring proposed objectives to the next CPMT meeting.

Next Meeting: The next CPMT meeting is Monday, March 25th at 1:00 p.m. in the First Floor Conference Room in the Frederick County Government Offices Administration Building. The Joint FAPT/CPMT meeting on April 23rd will be cancelled.

Adjournment: Tamara Green made a motion to adjourn; Dana Bowman seconded; the CPMT approved. The meeting was adjourned at 1:35pm.

Minutes Completed By: Brittany Arnold

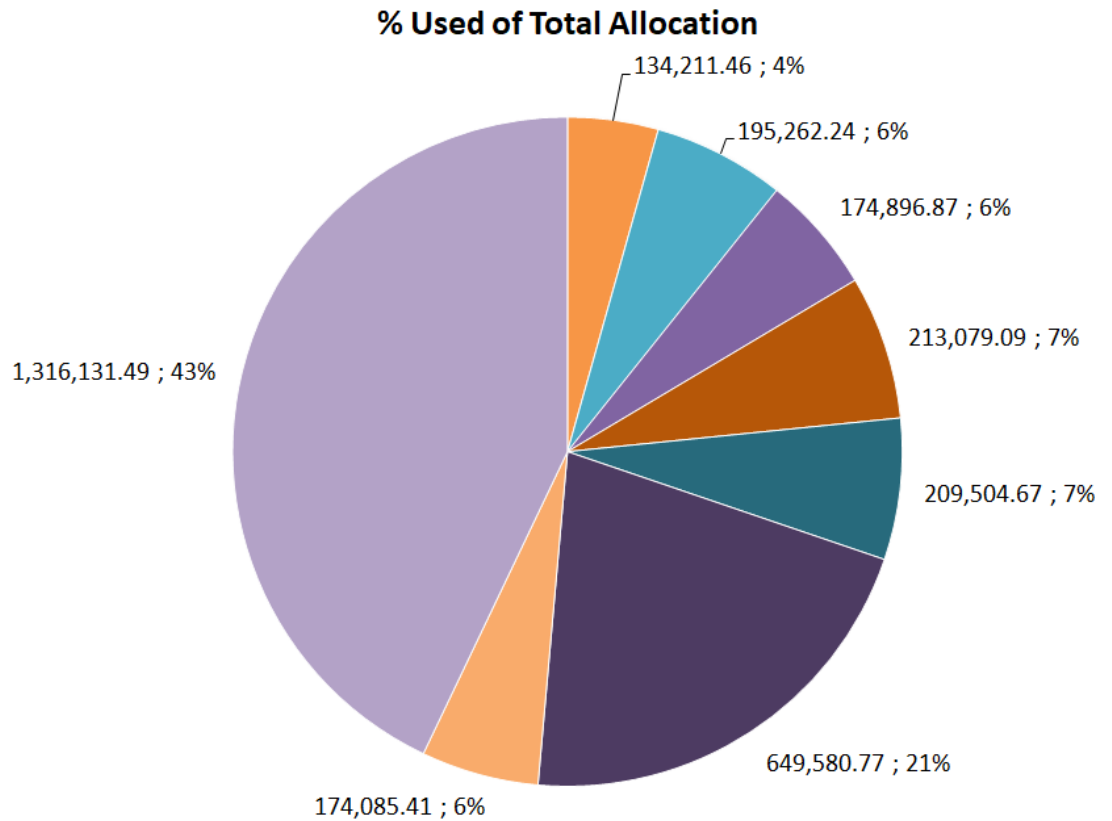


Frederick County CSA Update: February 2018

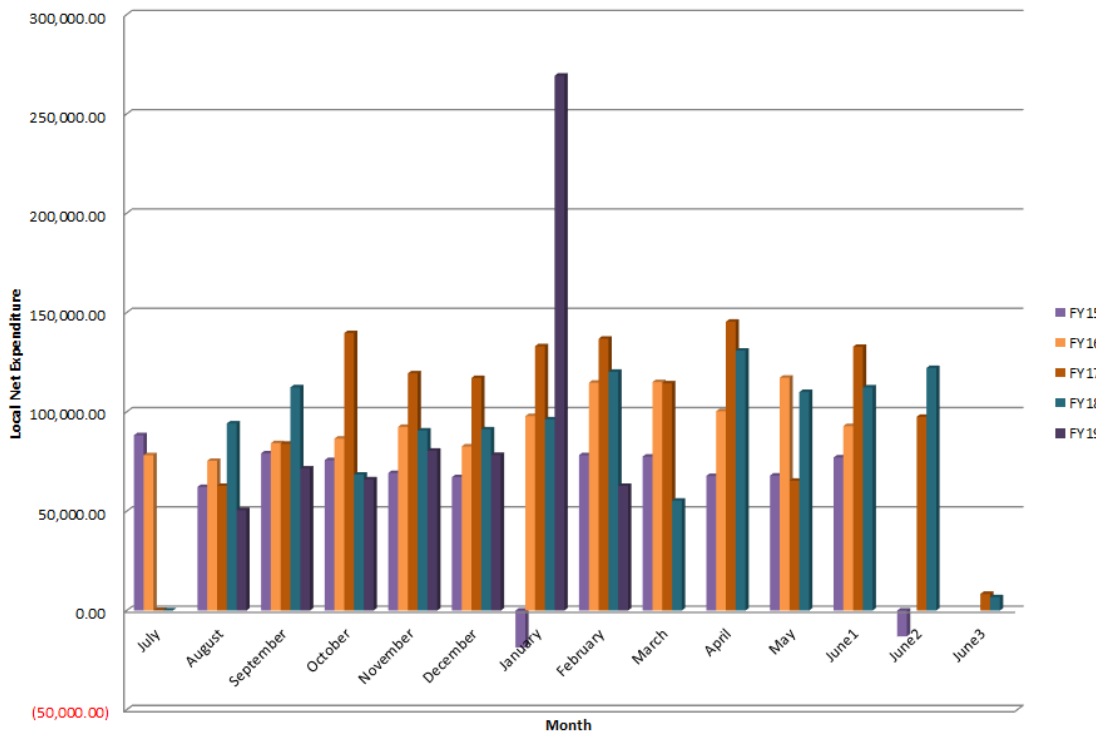
Financial Report
of Reports
Submitted: 7

YTD Total Net
Spent:
\$1,750,620.51

YTD Local Net:
\$678,966.52



Monthly Local Share Expenditures



Actual Balances
as of 3/15/19:

Total w/o Wrap:
\$1,197,784.60

Non-
Mandated:
\$20,465.70

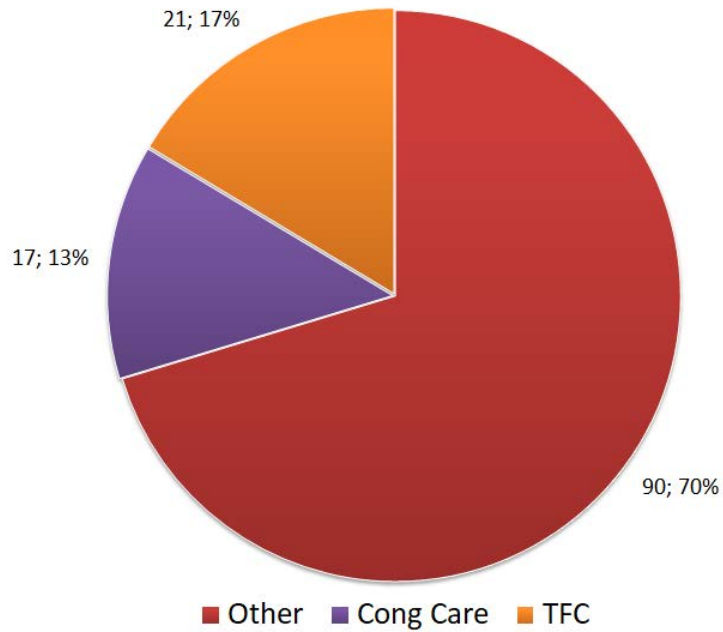
SpEd Wrap:
\$3,764.00

CSA Updates:

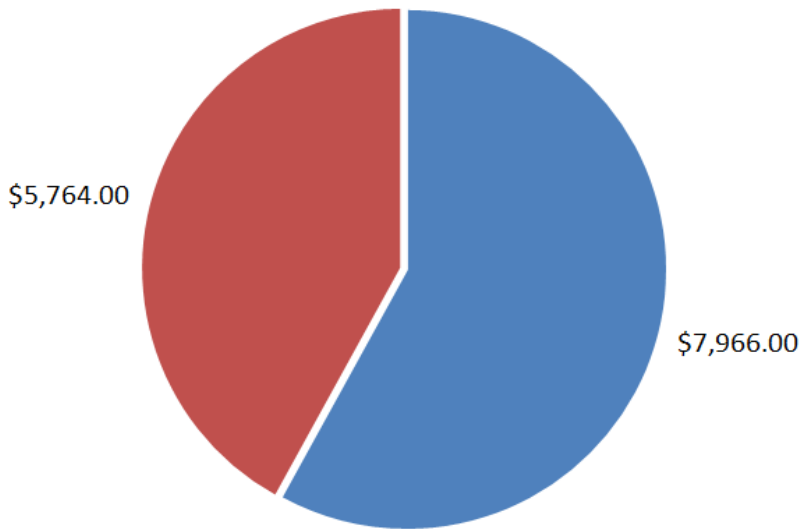
HFW Wrap ICC
Expansion Grant Year 3

- 16 of 25 Referrals
- 13 from Frederick County (2 could not be counted)
- 2 New referrals (not FC) anticipated

Placement Environment



SpEd Wrap Used



Unduplicated Child Count
Served to Date: 128

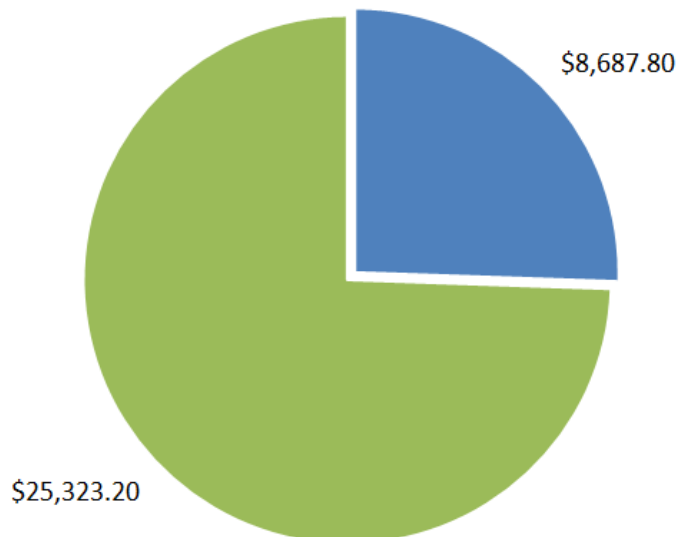
Youth in Congregate Care to
Date: 17

Youth in TFC to Date: 21

SpEd Wrap
Encumbered:
\$24,137.00

NonMandated
Encumbered:
\$1,675.00

NonMandated Used



FC CPMT Strategic Plan

Goal 1: Utilization Review Improvement

Target Completion: June 30, 2021

Champion: Jackie Jury

Supporting Staff: CPMT

Key Tasks/Activities	Target Dates
Review and Monitoring of Services	
CANS Data Collection: Score comparison, Length of case	
Discharge Planning	
Who, how often, how much?	

Goal 2: Establish User-Friendly FC CSA Website

Target Completion: December 31, 2019

Champion: Brittany Arnold

Supporting Staff: Frederick County IT

Key Tasks/Activities	Target Dates
Create separate pages and links	
Update page content	
CM Access	
Roll out	December 31, 2019

Goal 3: Evaluate CSA program efficacy

Target Completion: June 30 2020

Champion: Jackie Jury

Supporting Staff:

Key Tasks/Activities	Target Dates
CSA Satisfaction Questionnaires to meeting participants	
Vendor Satisfaction questions to case managers & families	
Collaborate with DSS re format ie smartphone app vs paper	




COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES *Administering the Children's Services Act*

Administrative Memo #19-02

To: CSA Coordinators
CPMT Chairs
Members of the State Executive Council for Children's Services
Members of the State and Local Advisory Team

From: Scott Reiner 

Re: Cap on FY2020 Private Day Special Education Reimbursements

Date: February 25, 2019

This Administrative Memo is to provide guidance regarding how the Office of Children's Services will operationalize the General Assembly's action to cap FY2020 private day special education rates at no more than 2 percent above the rates paid in FY2019.

As you are likely aware the General Assembly included the following in the FY2019-2020 Appropriation Act (Chapter 2):

Item 282, N. Notwithstanding any other provision of law, the rates paid by localities to providers of private day special education services under the Children's Services Act shall not increase more than two percent above the rates paid in the prior fiscal year. This provision shall take effect July 1, 2019, such that the rates paid in fiscal year 2020 shall not increase more than two percent over the rates paid in fiscal year 2019. All localities shall submit their contracted rates for private day education services to the Office of Children's Services by August 1 of each year.

You have been asked to submit your FY2019 negotiated rates for private day special education programs. If you have not done so, we will be reaching out to you in the next few weeks to ask you to do so or as a final option, utilize the rates you have submitted for

reimbursement in FY2019 through the CSA Local Expenditure Data, and Reimbursement System (LED RS).

In order to proceed consistent with the directive of the General Assembly, the Office of Children's Services will provide reimbursement for these services, effective July 1, 2019, at a rate **not to exceed** 2 percent higher than the FY2019 rates.

I hope this will assist you as you enter into rate negotiations with providers of these services.

Please feel free to contact me with any questions you may have.

Administrative Memorandum #19-03

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director *Scott Reiner*

Date: March 6, 2019

Subject: Annual CSA Service Gap Survey

Section 2.2-5211.1.2 of the Code of Virginia requires that: “The community policy and management team shall report annually to the Office of Children’s Services on the gaps in services needed to keep children in the local community and any barriers to the development of those services.” This requirement led to the implementation of the annual CSA Service Gap Survey, which has been in place since 2007. The Survey can also serve as a resource to local CSA programs in meeting the language of §2.2-5206.4 that each CPMT shall: “Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community ...”

In 2017, the format of the survey was changed to include a full survey in the odd-numbered years and a briefer follow-up survey in the even-numbered years. The Office of Children’s Services is issuing via this Administrative Memorandum, the 2019 CSA Service Gap Survey and requests your careful attention.

The survey is to be completed in Survey Monkey via the internet to simplify and expedite data collection, analysis, and reporting. A paper copy is attached to this memo for use within your locality in gathering input.

Please designate an individual to be responsible for coordination of the Survey and for submitting it to OCS via the Survey Monkey. The survey is due no later than May 3, 2019.

The paper version of the survey is to be used for internal use and collaboration purposes only. When your locality has completed the process of collecting input, please submit only one electronic version of the survey. Only one submission from each locality is permitted. The link to complete and submit your locality’s Survey is: <https://www.surveymonkey.com/r/ZGJW39J>.

Thank you for your cooperation. We plan to have the results analyzed and published as soon as possible after all localities have completed the Survey.

Please direct any technical questions about the Service Gap Survey to Howard Sanderson, CSA Senior Research Analyst at howard.sanderson@dss.virginia.gov.

cc: Howard Sanderson

Attachment: Gap_Survey_2019_Print.pdf



One of the primary responsibilities of the Community Policy and Management Team (CPMT) is to coordinate long range, community-wide planning to develop resources and services needed by children and families in their community (§2.2-5206).

In 2006, the Virginia General Assembly amended the Code of Virginia to further specify this requirement. This amendment included language that requires CPMTs to annually report to the Office of Children's Services (OCS) on gaps and barriers in services needed to keep children in their local community (§2.2-5211.1.2). CPMTs will satisfy this requirement by completing this survey.

Thank you!



- Q1) What is your locality? _____
- Q2) What is the name of the contact person for your locality? _____
- Q3) What is the contact person's title? _____
- Q4) What is the contact person's telephone number including area code? _____
- Q5) What is the contact person's email address? _____
- Q6) We are interested in learning more about the most critical service gaps that are impacting your community's ability to serve children in their home, school and/or community. From the following list, please identify three (3) to five (5) services which are most important to further develop in your community. Consider services that do not exist in your community, as well as those that exist but do not adequately meet your locality's needs due to constraints such as insufficient capacity, poor quality, or prohibitive costs.

Residential Services

- ☐ Short-term Diagnostic
- ☐ Group Home
- ☐ Residential Treatment

Community-Based Behavioral Health Services

- ☐ Assessment
- ☐ Group Therapy
- ☐ Family Therapy
- ☐ Intensive In-Home
- ☐ Therapeutic Day Treatment
- ☐ Case Management
- ☐ Medication Management
- ☐ Applied Behavior Analysis
- ☐ Trauma Focused/Informed Services

Foster Care Services

- ☐ Family Foster Care Homes
- ☐ Therapeutic Foster Care Homes
- ☐ Independent Living Services

Family Support Services

- ☐ Family Partnership Facilitation
- ☐ Respite
- ☐ Intensive Care Coordination (ICC)
- ☐ Family Support Partner
- ☐ Child Mentoring
- ☐ Parent Coaching

Educational Services

- ☐ Private Day School
- ☐ Residential School
- ☐ School-based Mental Health Services

Crisis Services

- ☐ Crisis Intervention/Crisis Stabilization
- ☐ Acute Psychiatric Hospitalization

Other Services

- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____



Q7) Please identify any specific populations and age groups where there are gaps in the services that your locality has identified in Q6.

First Identified Service Gap: _____

Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)

- ☐ Autism
- ☐ Intellectual Disability/Developmental Disability
- ☐ Potentially Disrupting or Disrupted Foster Care Placements
- ☐ Potentially Disrupting or Disrupted Adoptions
- ☐ Sex Offending/Sexually Reactive Behaviors
- ☐ Youth with Multiple Mental Health Diagnoses
- ☐ Youth Involved with the Juvenile Justice System
- ☐ Substance Abuse
- ☐ No, there are not any specific populations
- ☐ Other: _____

Are there any specific age groups where there are gaps in these services? (Please choose all that apply)

- ☐ Pre-School Age (0-5)
- ☐ Elementary School Age (6-10)
- ☐ Middle School Age (11-13)
- ☐ High School Age (14-18)
- ☐ Transition Age (19-21)
- ☐ No, there are not any specific age groups

Second Identified Service Gap: _____

Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)

- ☐ Autism
- ☐ Intellectual Disability/Developmental Disability
- ☐ Potentially Disrupting or Disrupted Foster Care Placements
- ☐ Potentially Disrupting or Disrupted Adoptions
- ☐ Sex Offending/Sexually Reactive Behaviors
- ☐ Youth with Multiple Mental Health Diagnoses
- ☐ Youth Involved with the Juvenile Justice System
- ☐ Substance Abuse
- ☐ No, there are not any specific populations
- ☐ Other: _____



Are there any specific age groups where there are gaps in these services? (Please choose all that apply)

- ☐ Pre-School Age (0-5)
- ☐ Elementary School Age (6-10)
- ☐ Middle School Age (11-13)
- ☐ High School Age (14-18)
- ☐ Transition Age (19-21)
- ☐ No, there are not any specific age groups

Third Identified Service Gap: _____

Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)

- ☐ Autism
- ☐ Intellectual Disability/Developmental Disability
- ☐ Potentially Disrupting or Disrupted Foster Care Placements
- ☐ Potentially Disrupting or Disrupted Adoptions
- ☐ Sex Offending/Sexually Reactive Behaviors
- ☐ Youth with Multiple Mental Health Diagnoses
- ☐ Youth Involved with the Juvenile Justice System
- ☐ Substance Abuse
- ☐ No, there are not any specific populations
- ☐ Other: _____

Are there any specific age groups where there are gaps in these services? (Please choose all that apply)

- ☐ Pre-School Age (0-5)
- ☐ Elementary School Age (6-10)
- ☐ Middle School Age (11-13)
- ☐ High School Age (14-18)
- ☐ Transition Age (19-21)
- ☐ No, there are not any specific age groups

Fourth Identified Service Gap (if needed): _____

Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)

- ☐ Autism
- ☐ Intellectual Disability/Developmental Disability
- ☐ Potentially Disrupting or Disrupted Foster Care Placements
- ☐ Potentially Disrupting or Disrupted Adoptions
- ☐ Sex Offending/Sexually Reactive Behaviors
- ☐ Youth with Multiple Mental Health Diagnoses
- ☐ Youth Involved with the Juvenile Justice System
- ☐ Substance Abuse
- ☐ No, there are not any specific populations
- ☐ Other: _____



Are there any specific age groups where there are gaps in these services? (Please choose all that apply)

- ☐ Pre-School Age (0-5)
- ☐ Elementary School Age (6-10)
- ☐ Middle School Age (11-13)
- ☐ High School Age (14-18)
- ☐ Transition Age (19-21)
- ☐ No, there are not any specific age groups

Fifth Identified Service Gap (if needed): _____

Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)

- ☐ Autism
- ☐ Intellectual Disability/Developmental Disability
- ☐ Potentially Disrupting or Disrupted Foster Care Placements
- ☐ Potentially Disrupting or Disrupted Adoptions
- ☐ Sex Offending/Sexually Reactive Behaviors
- ☐ Youth with Multiple Mental Health Diagnoses
- ☐ Youth Involved with the Juvenile Justice System
- ☐ Substance Abuse
- ☐ No, there are not any specific populations
- ☐ Other: _____

Are there any specific age groups where there are gaps in these services? (Please choose all that apply)

- ☐ Pre-School Age (0-5)
- ☐ Elementary School Age (6-10)
- ☐ Middle School Age (11-13)
- ☐ High School Age (14-18)
- ☐ Transition Age (19-21)
- ☐ No, there are not any specific age groups



Q8) On a 5-point scale, with 1 being 'Not At All' and 5 being 'A Great Deal', please indicate the level of impact the following barriers have had on your community's ability to develop the services the you have identified. Also, please add specific comments under each barrier, as needed.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Need for greater collaboration and consensus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	_____				

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Lack of funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	_____				

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Lack of transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	_____				

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Provider availability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	_____				

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Need more information and data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	_____				

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Other barrier (please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	_____				

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Other barrier (please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:	_____				



Q9) Has your locality initiated actions over the past year to address the perceived services barriers?

☐ Yes

☐ No

If yes, then please describe below:
