

FREDERICK COUNTY CPMT AGENDA

January 24, 2022
12:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. December Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Parental Agreement Extension Update
- V. Committee Member Announcements
- VI. CSA Report Jackie Jury
 - A. December Financial Report
 - B. Flow Chart Updates/Policy Manual Review
- VII. Old Business Jackie Jury
 - A. Audit Update/Discussion
- VIII. New Business
 - A. Administrative Memo #21-17
 - B. Administrative Memo #22-01
 - C. Legislation
 - D. CSA Family Guide 2022
 - E. DSS Transportation Broadcast
 - F. EBP Funding Availability
- IX. Assigned Tasks
- X. Next CPMT Meeting
 - February 28, 2022, 1:00-3:00pm. 1st Floor Conference Room, See Summary for future dates.
- 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, December 20, 2021

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601 on December 20, 2021.

The following members were present:

- Jay Tibbs, Frederick County Administration
- Jerry Stollings, 26th District Juvenile Court Service Unit
- David Alley, Private Provider Representative, Grafton Integrated Health Network
- Denise Acker, Northwestern Community Services Board
- Dr. Michele Sandy, Frederick County Public Schools

The following members were not present:

- Tamara Green, Frederick County Department of Social Services
- Dr. Colin M. Greene, Lord Fairfax Health District

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Robbin Lloyd, CSA Account Specialist

Call to Order: David Alley called the meeting to order at 12:03 pm.

Introductions: Members and nonmembers of the team introduced themselves.

Adoption of December Agenda: Jay Tibbs made a motion to adopt the December agenda; Denise Acker seconded; CPMT approved.

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

- November 22, 2021, CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

Jerry Stollings made a motion to approve the November Minutes, Denise Acker seconded, CPMT approved. Denise Acker made a motion to approve the December Budget Request forms, Jay Tibbs seconded, CPMT approved.

Adoption to Convene to Closed Session: On a motion duly made by Denise Acker and seconded by Jerry Stollings, the CPMT voted unanimously to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (15) and in accordance with the provisions of 2.2-5210 of the Code of Virginia.

Executive Session:

- A. Requests to Pay Rate Balances
- B. Parental Agreement Extension

Adoption of Motion to Come Out of Closed Session: Jay Tibbs made a motion to come out of Closed Session and reconvene in Open Session; Jerry Stollings seconded; CPMT approved.

Motion and Roll Call Certification of Executive Session: Jay Tibbs made a motion, seconded by Dr. Michele Sandy, to Certify to the best of each Frederick County CPMT member's knowledge (1) the 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.

Jay Tibbs	Aye
Dr. Michele Sandy	Aye
David Alley	Aye
Jerry Stollings	Aye
Denise Acker	Aye
Tamara Green	Not Present
Dr. Colin Greene	Not Present

Adoption of Motion to Approve Items Discussed in Executive Session: David Alley made a motion to approve the items discussed in Executive Session; Michele Sandy seconded; CPMT approved.

Committee Member Announcements: No announcements this month.

CSA Financial Report:

November 2021

- Monthly Net Expenditures- \$396,467.08 including Mandated, Protected, and SpEd Wrap Funds.
- Year to Date Expenditures- \$1,107,971.36, of which \$444,676.67 was from local funds.
- Remaining- \$3,028,504.13 which includes SpEd Wrap Funds or \$2,968,135.39 excluding SpEd Wrap Funds.
 - SpEd Wrap- \$22,706.00 spent, \$37,474.00 remaining with \$16,420.00 encumbered.
 - Protected Funds: \$61,513.75 spent, \$60,368.74 remaining with \$99,850.00 encumbered.
- Youth Served: 100 total
 - 72 in Community Based Services
 - 24 in Private Day School
 - 14 in Congregate Care
 - 14 in TFC
- Funding Approval Status Update- Training on the new process/procedure was provided on 9/13 with good attendance from all agencies. IFT is scheduled to meet weekly on Thursday's at 2pm. The first meeting will be held on 1/6 and include BRF's from 12/21/21 and 1/4/22.
- CSA Audit- the Self-Assessment workbook was provided for CPMT's reference, which includes 11 sections requiring case file reviews. A representative sample needs to be chosen from the more than 100 active cases between the 12 month assessment period of 11/1/20-10/31/21. Dr. Michelle Sandy suggested that 20% would be an appropriate sample size. CSA will randomly generate those case files to be included in the representative sample. Several CPMT members offered to assist with the file review. The CSA Coordinator will divide the sample and distribute to members with audit worksheets. The deadline for the audit submission is February 1, 2022.

Old Business:

- Vendor Contract- Optimum Youth Services requested to add Additional Daily Support to their service array at \$68 per day. This service provides a dedicated staff member with an established relationship to the resident to assist with supporting the client's emotional regulation in all settings, while preventing decompensation of mental and behavioral health. The service will also include activities to help develop the youth's ability for self-care and independence. Jay Tibbs made a motion to accept this new service at the proposed rate, Jerry Stollings seconded, CPMT approved.

New Business:

- Progress Report on the Children's Services Act: 2021 Biennial Report to the General Assembly- The Office of Children's Services submitted a progress report on services for CSA youth and their families and included a plan for the upcoming 2 years.
 - Statistical Takeaways
 - § Increase in cost per child- Expenditures increased while youth served decreased. Most of the increase in costs is due to the number of students served in SpEd Private Day Schools.
 - § Costs of Community Based Services increased while residential services decreased. The percentage of youth served in the community increased.
 - § The data regarding the average cost per child show an ongoing trend of SpEd Private Day Schools increasing while Non-SpEd services stay relatively flat.
- RD686- Cost Study of Private Day SpEd Programs Final Report- Provided the results and recommendations of the completed cost study to the General Assembly. The primary recommendation includes setting a daily rate for private day school programs based on ratio of teachers and aides to students, which will be split into 9 levels. The study recommends that OCS implement the new system on July 1, 2022. Providers are already aware of the proposed rates which were included in the document.
- DMAS Announcement- Beginning December 1, Medicaid began covering 6 new services: MST, FFT, Mobile Crisis Response, Community Stabilization, 23 hour Crisis Stabilization, & Residential Crisis Stabilization Unit. Most of the local providers do not offer these interventions, resulting in limited access and service gaps in this region.
- JLARC Juvenile Justice in Virginia 2021 Report- Identified areas within the Department of Juvenile Justice that need improvement. It also highlighted some areas where the Department is doing well. Jerry Stollings noted that the study was over a 10 year period during which time the DJJ Transformation was implemented. Data collected prior to the Transformation may have skewed some of the analytics.

Assigned Tasks:

- Jackie Jury will generate the representative sample, divide, and distribute audit worksheets to members for file audits.

Next Meeting: The next CPMT meeting will be held Monday, January 24, 2022, at 1:00 pm in the 1st Floor Conference Room.

Adjournment: Jay Tibbs made a motion to adjourn, Dr. Michelle Sandy seconded, and the motion was approved. The meeting was adjourned at 1:15 pm.

Minutes Completed By: Robbin Lloyd



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

ADMINISTRATIVE MEMO #21-17

To: All Registered Users of the CSA Local Government Reporting System

From: Preetha Agrawal, Information Technology Director

Date: December 28, 2021

Subject: Required Information Security and Privacy Awareness Training

The most recent audit of its information technology (IT) systems by VITA, the Commonwealth's IT oversight agency, cited the Office of Children's Services for the absence of required training for system users in information security issues. Many of you may be familiar with such training requirements within the agencies where you work.

OCS has developed a brief training, "CSA50 – CSA Information Security and Privacy Awareness," to address this audit finding. It is available in the Virginia Learning Center (<https://covlc.virginia.gov>). All non-exempt users (see definition below) of the CSA Local Government Reporting (LGR) System (including the Child Based Data Reporting System (CBDRS)), must complete the training within 30 days of being granted access to the system and annually after that. Currently enrolled LGR users (e.g., CSA Coordinators, CPMT Chairs, CSA Report Preparers, and CSA Fiscal Agents) have until February 15, 2022 to complete the training. Failure to complete the training will result in the disabling of the user's account until OCS is notified of the completion of the course. Disabled accounts may lead to an inability to submit required financial submissions and other access to CSA IT systems.

Access to CSA50 in the VLC

1. Individuals with existing access to the OCS Domain in the VLC can log in and search for the course "CSA50."
2. Individuals needing access to the VLC who already have accounts with another agency (e.g., CSB, DJJ) may request access to the OCS domain (and therefore the course) by sending an email to csa.office@csa.virginia.gov, specifying your full name and email address with the subject line: "Access to OCS VLC Domain" OR

3. Establishing an OCS VLC account using the instructions found in Appendix A of this memo. If you try to create an account and the system tells you one already exists for you, follow step 2. above

Exempt Individuals

Employees of state agencies (including local affiliates such as local departments of social services) completing security awareness training that meets VITA minimum standards (SEC-527) will meet the requirement through their annual agency training. Exempt users shall indicate completion of their agency training in the designated location in the "Acknowledgment Form" on the Local Government Reporting site. The OCS system will prompt you to acknowledge this annually, after January 1.

We appreciate your cooperation and thank you for your commitment to the security and integrity of CSA data and information systems.

Questions may be directed to: csaitsupport@csa.virginia.gov

Appendix A – Creating an Account in the VLC

1. In your internet browser, enter: <https://covlc.virginia.gov>
2. Click on the "Need an Account?" button at the bottom of the page
3. Select "OCS-Office of Children's Services (200)" and press "OK"
4. Complete the required information, using OCS as the search term under Organization and choosing the second of the two options that appear
5. Click on "Create"

Clicking "Create" sends the request to the OCS VLC Administrator for approval. Once approved, you will receive a message with a temporary password at the email address you entered. Your login ID is the one you established when registering the account.

Once the account is established, you can search for "CSA50" as well as the other CSA e-learning courses in the VLC.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMO #22-01

To: All Registered Users of CSA IT Systems

From: Preetha Agrawal, Information Technology Director

Date: January 5, 2022

Subject: CSA system password requirement changes

Please be aware of the following changes to CSA IT systems to which you have access. These changes are necessary to conform with IT security standards and mitigate risks of unwanted access to our system.

User Password Management Responsibilities

Expired Passwords and Password Resets:

- CSA system users must change passwords every 42 days (90 days for Service Fee Directory users).
- All accounts without activity after 90 days (365 days for Service Fee Directory users) are disabled and require new Access Requests to establish access.
- The "3-strikes" security feature for accounts locks an account after three (3) consecutive incorrect password attempts. The "3-strikes" feature applies to all OCS information systems applications.

Strong Passwords:

All Users will utilize a strong password that:

- Is at least eight (8) characters, maximum length of 15 characters;
- Contains at least one numeric and one special character;
- Contains a mixture of at least one uppercase and one lowercase letter; and
- Cannot be reused.

Users of OCS information systems:

- May not share passwords;
- May change passwords at will, but no more than once every 24 hours; and
- Must change compromised passwords.

Lost, Stolen, or Compromised Passwords

Users must:

- Immediately change their password, if compromised.

Please contact the OCS Office at 804-662-9815 or csa.office@csa.virginia.gov in order to reset passwords for locked accounts.

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HOUSE BILL NO. 427

Offered January 12, 2022

Prefiled January 11, 2022

A BILL to amend and reenact §§ 2.2-5205 and 2.2-5207 of the Code of Virginia, relating to Children's Services Act; community policy and management teams and family assessment and planning teams; parent representative.

Patron—Herring

Committee Referral Pending

Be it enacted by the General Assembly of Virginia:

1. That §§ 2.2-5205 and 2.2-5207 of the Code of Virginia are amended and reenacted as follows:

§ 2.2-5205. Community policy and management teams; membership; immunity from liability.

The community policy and management team to be appointed by the local governing body shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, and the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of health, department of social services and the local school division. The team shall also include (i) a representative of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality; and (ii) a parent representative *who is a caregiver of a child who has previously received child welfare, juvenile justice, special education, or behavioral health services, including a foster parent.* ~~Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children.~~ Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies.

The local governing body may appoint other members to the team including, but not limited to, a local government official, a local law-enforcement official and representatives of other public agencies.

When any combination of counties, cities or counties, and cities establishes a community policy and management team, the membership requirements previously set out shall be adhered to by the team as a whole.

Persons who serve on the team shall be immune from any civil liability for decisions made about the appropriate services for a family or the proper placement or treatment of a child who comes before the team, unless it is proven that such person acted with malicious intent. Any person serving on such team who does not represent a public agency shall file a statement of economic interests as set out in § 2.2-3117 of the State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

Persons serving on the team who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in § 2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest.

§ 2.2-5207. Family assessment and planning team; membership; immunity from liability.

Each community policy and management team shall establish and appoint one or more family assessment and planning teams as the needs of the community require. Each family assessment and planning team shall include representatives of the following community agencies who have authority to access services within their respective agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of social services, and local school division. Each family assessment and planning team also shall include a parent representative ~~and who is a caregiver of a child who has previously received child welfare, juvenile justice, special education, or behavioral health services, including a foster parent.~~ Each family assessment and planning team may include a representative of the department of health at the request of the chair of the local community policy and management team. ~~Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a family assessment and planning team may serve as a parent representative provided that they do not, as a part of their employment, interact~~

INTRODUCED

HB427

59 directly on a regular and daily basis with children or supervise employees who interact directly on a
60 regular basis with children. Notwithstanding this provision, foster parents may serve as parent
61 representatives. The family assessment and planning team may include a representative of a private
62 organization or association of providers for children's or family services and of other public agencies.

63 Persons who serve on a family assessment and planning team shall be immune from any civil
64 liability for decisions made about the appropriate services for a family or the proper placement or
65 treatment of a child who comes before the team, unless it is proven that such person acted with
66 malicious intent. Any person serving on such team who does not represent a public agency shall file a
67 statement of economic interests as set out in § 2.2-3117 of the State and Local Government Conflict of
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69 required to do so pursuant to the State and Local Government Conflict of Interests Act.

70 Persons serving on the team who are parent representatives or who represent private organizations or
71 associations of providers for children's or family services shall abstain from decision-making involving
72 individual cases or agencies in which they have either a personal interest, as defined in § 2.2-3101 of
73 the State and Local Government Conflict of Interests Act, or a fiduciary interest.

2022 SESSION

SB 314 Foster care; placement and discharge requirements.

Introduced by: [Barbara A. Favola](#) | [all patrons](#) ... [notes](#) | [add to my profiles](#)

SUMMARY AS INTRODUCED:

Foster care; placement and discharge requirements. Requires children's residential facilities, child-placing agencies, and qualified residential treatment programs that receive state or federal funds for placement costs to (i) accept any foster child in Virginia who meets the applicable admissions criteria, subject to certain requirements set forth in the bill, and (ii) prioritize the admission of children in foster care in Virginia over out-of-state applicants. The bill prohibits children's residential facilities, child-placing agencies, and qualified residential treatment programs that have entered into a placement agreement with a local department of social services from discharging a child except as provided in the placement agreement. The bill also requires children's residential facilities, child-placing agencies, and qualified residential treatment programs to work with certain parties to secure an alternative placement for a child prior to discharge in the event the child fails to meet certain placement criteria.

FULL TEXT

[01/11/22 Senate: Prefiled and ordered printed; offered 01/12/22 22103891D pdf](#)

HISTORY

01/11/22 Senate: Prefiled and ordered printed; offered 01/12/22 22103891D

[01/11/22 Senate: Referred to Committee on Rehabilitation and Social Services](#)

A Guide to the Children's Services Act for Children and Families



Developed by the State and Local Advisory Team

September 2021

The Children's Services Act (CSA) is a planning and funding process to help meet the needs of children and families in Virginia. This document provides parents and families information on eligibility for CSA and other aspects of the CSA process.

For your quick reference, here's where you can find the following information:

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What is the Children's Services Act (CSA)?

The Children's Services Act is a Virginia law created to develop and fund various services and supports for eligible children and their families. Services are approved through a multi-disciplinary team process and monitored by the local CSA program. Funding is a shared responsibility of local and state governments. These services should be child and family-focused. The goal is to provide appropriate services to a child while keeping them safely in their home and community. If a child needs an out-of-home placement, the intention is to return them to their home as quickly as possible.

While there are State laws and policies that direct the work of CSA, the "State Supervised, Locally Administered" CSA system means local CPMTs teams must develop policies and procedures for how their program operates. While they share many common elements, local CSA programs are not localities are identical! In addition to some operational differences, service recommendations may also be a reflection of the services available in your locality.

Each locality has a CSA Coordinator who is the point of contact for the local CSA program. You can find your local CSA Coordinator's contact information by clicking directly on this link: [CSA Local Government Contacts](http://csa.virginia.gov) on the state CSA website (csa.virginia.gov).



CSA Believes...

- All families have strengths
- Families are the experts on themselves
- Families deserve to be treated with dignity and respect
- Families can, when supported, make well-informed decisions about keeping their children safe
- Outcomes improve when families are involved in decision-making
- A team is often more capable of creative and high-quality decision-making than an individual

Why would I need the CSA?

Assistance through the CSA might be appropriate if your child needs mental health, behavioral supports, or other resources not funded through private insurance or Medicaid. CSA may also be able to provide parent support and education. Your CSA team will provide individualized service recommendations based on your child and family's needs and services available in the community. CSA provides an opportunity to interact with child-serving agencies in your community. Meeting with your local CSA office can provide information about local community resources and services.

Who is eligible for services through the CSA?

Services through the CSA *may* be available to a child who meets at least one of the following descriptions as noted in the Code of Virginia [§2.2-5212](#) and described below:

§2.2-5212. Eligibility for state pool of funds.

A. In order to be eligible for funding for services through the state pool of funds, a child, or family with a child, shall meet one or more of the criteria specified in subdivisions 1 through 4 and shall be determined through the use of a uniform assessment instrument and process and by policies of the community policy and management team to have access to these funds.

1. The child or child has emotional or behavior problems that:

- a. Have persisted over a significant period of time or, though only in evidence for a short period of time, are of such a critical nature that intervention is warranted;
- b. Are significantly disabling and are present in several community settings, such as at home, in school or with peers; and
- c. Require services or resources that are unavailable or inaccessible, or that are beyond the normal agency services or routine collaborative processes across agencies, or require coordinated interventions by at least two agencies.

2. The child or child has emotional or behavior problems, or both, and currently is in, or is at imminent risk of entering, purchased residential care. In addition, the child or child requires services or resources that are beyond normal agency services or routine collaborative processes across agencies, and requires coordinated services by at least two agencies.

3. The child or child requires placement for purposes of special education in approved private school educational programs or for transitional services as set forth in subdivision B 6 of § [2.2-5211](#).

4. The child or child requires foster care services as defined in § [63.2-905](#).

B. For purposes of determining eligibility for the state pool of funds, "child" or "child" means (i) a person younger than 18 years of age or (ii) any individual through 21 years of age who is otherwise eligible for mandated services of the participating state agencies including special education and foster care services.

How can I find out if my child is eligible?

If you have questions about whether your child may be eligible for CSA funding, **contact your local CSA Coordinator.**

How do I access the CSA process?

Often, a child is referred to CSA through a local agency such as the Department of Social Services (DSS), the school system, the Community Services Board (CSB)*, the Court Services Unit (CSU)** or the juvenile and domestic relations court. All localities must also have a direct parent referral process. This means you don't have to wait for an agency to suggest CSA. You can take the initiative! If you are not already involved with one of these agencies, you may be referred to one of them to "get the ball rolling." When a referring agency requests a review for services with your family through CSA, the person working with you (often referred to as a case manager) can help explain the process to you. If you are interested in pursuing services through CSA, contact your agency Case Manager or the local CSA Coordinator and ask them to explain the local process in detail. Keep in mind that timelines for initiating CSA reviews may vary between localities, the urgency of your situation, or be dependent on the number of cases waiting to be considered. Some localities have information about the local CSA program on their websites, typically under the human services or social services section.

*A (CSB) is your locality's publicly funded agency providing mental health, developmental disabilities, and substance use disorder services.

**The CSU is affiliated with the juvenile court and provides a variety of services.

How is the Local CSA Program Administered?

There are two different local CSA teams, the Family Assessment and Planning Team (FAPT) and the Community Policy Management Team (CPMT).



The Family Assessment and Planning Team (FAPT)

The FAPT is the multi-disciplinary process responsible for determining eligibility for CSA, exploring the strengths and needs of individual children and families, and recommending services. Together with the child and family, the FAPT prepares an individual family service plan (IFSP). FAPT members include representatives from DSS, schools, CSU, CSB, and a parent representative. FAPT may also include other members such as the health department or a service provider.

The FAPT process includes completing a standardized assessment called the CANS or the Child and Adolescent Needs and Strengths. Your assigned Case Manager typically completes the CANS before the FAPT meeting to provide important information to the team. A CANS is required for all children and families receiving CSA-funded services.

What happens at a FAPT meeting?

The parent (and child, if appropriate) should attend the FAPT meeting. If you are referred to FAPT by a local agency (DSS, schools, CSB, or CSU), your Case Manager from that agency attends the FAPT with you. They will be in touch with you ahead of the FAPT meeting to provide you with its date, time, and location. If your locality allows parents to refer themselves to FAPT, your local CSA Coordinator will provide you with the necessary details about FAPT. If you self-refer to FAPT and your child is found eligible for CSA, a Case Manager will be assigned (likely at FAPT). The Case

Manager is responsible for coordinating services, completing paperwork, and keeping in touch with you regarding those services and future FAPT meetings.

A FAPT meeting can feel intimidating. Often, multiple (approximately 4-7) people attend who represent the agencies mentioned above. They bring different perspectives and potential resources and help ensure coordinated planning for your child and family. Everyone at the meeting should introduce themselves to you, and they should clearly explain their role.

At FAPT, you should have the opportunity to discuss your experience and the challenges that are currently happening within your family. The discussion at times may feel negative (talk about all the things not going well). However, this is to determine the appropriate services and resources your child and family may need and determine eligibility for the Children's Services Act. The FAPT should ask for your input on its recommendations.

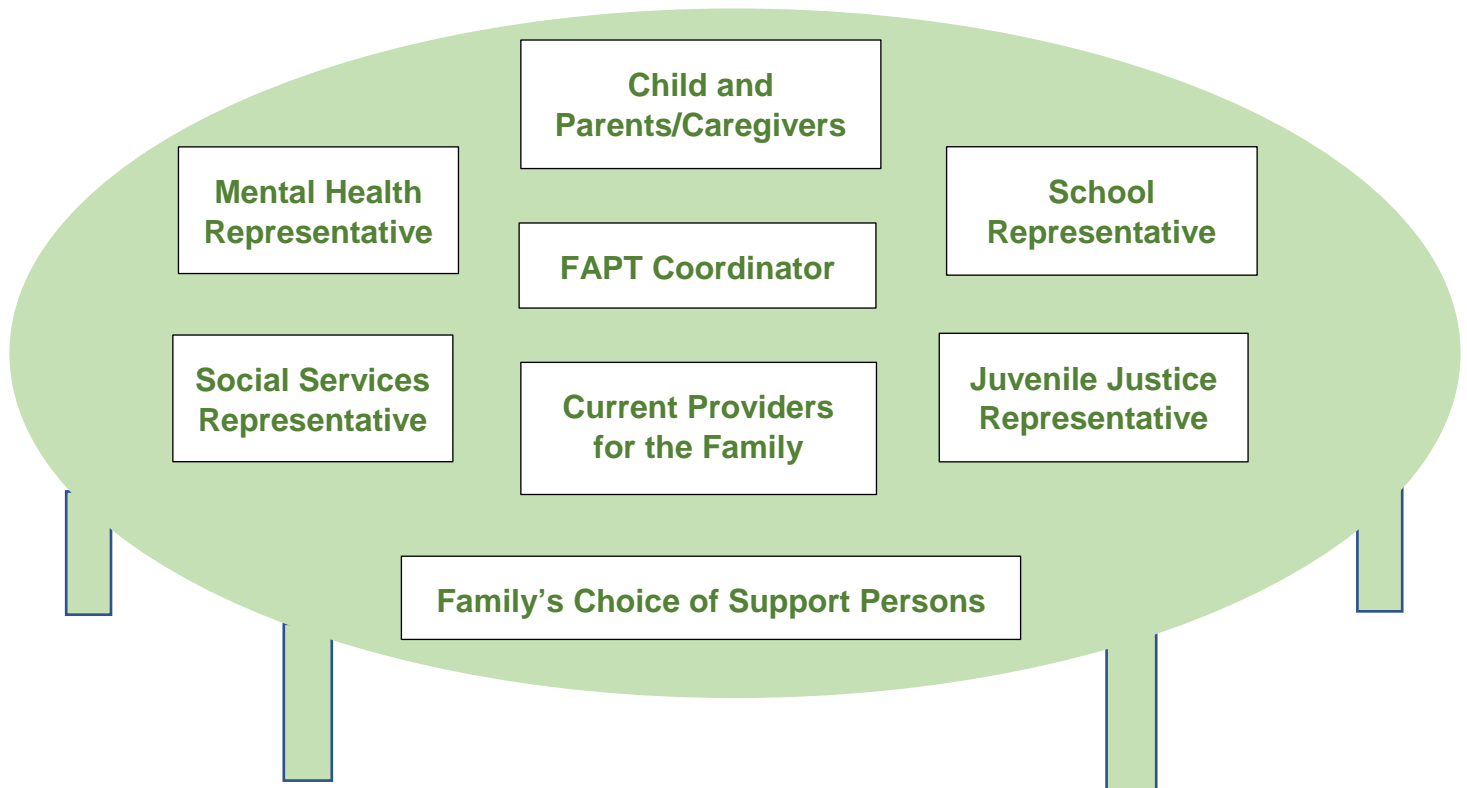
If eligible for CSA, FAPT utilizes the information discussed to develop an Individualized Family Service Plan (IFSP) for your child. The IFSP includes long-term goals and short-term objectives and services and supports to meet those objectives. Service recommendations are based upon the needs shared. FAPT members should also take into account your family's strengths and preferences. While the FAPT recommends services to meet needs, it should also be building upon the strengths and interests of your family. The FAPT will ask you to sign documents to allow confidential information sharing among providers related to the agreed-on services and supports. You will be asked to sign the IFSP and should receive a copy.

It is important to note that some services, like residential treatment, have specific eligibility requirements, and the FAPT makes recommendations that align with these requirements. If a residential placement is being considered and your child is a Medicaid member, an independent assessment called an IACCT would be necessary. If you don't understand a suggested recommendation, please speak up! FAPT members are there to support you and your family and should answer any questions you have.

If the FAPT recommends services, you will return to a FAPT meeting from time to time. There should be discussions around your family's needs and how things are

going with the services in place during subsequent meetings. FAPT evaluates the need to continue the services, and if the services are not effective, the team may suggest other services or resources.

Who attends FAPT meetings?



How should I prepare for FAPT?

In preparation for FAPT, it is essential to gather records regarding your child's needs and why you're coming to the FAPT. This information may include treatment reports and assessments, both current and from the past. Organizing these documents and bringing them to FAPT helps the team to understand your child and family's history and current needs. If you have questions about the types of documents to bring, speak with the CSA Coordinator or your Case Manager.

What should I do while at FAPT?

You have an important voice in decisions regarding your child. The FAPT members bring expertise to evaluate situations like yours and the services and resources available in the community. You also bring expertise about your child and family and your unique needs. During the FAPT meeting, you should:

- Share important information with team members regarding your child and family
- Ask questions and receive as much information as possible about services, programs, and resources for your child and your family
- Ask for an explanation of new or unfamiliar words and phrases.

What is my role throughout the CSA process?

- Stay in contact with your CSA Case Manager.
- Actively participate in the services being provided to your child and family.
- Inform your Case Manager of any significant changes with your child or family, especially anything that may impact the provided services.
- Provide timely feedback to the service provider(s), Case Manager, and FAPT members about what is and isn't working for your family.

How is my information shared?

- FAPT participants must keep information obtained about a child and family confidential except as permitted or required by law. If you have any questions about this, speak with your Case Manager or CSA Coordinator.

What if I disagree with a funding or service decision?

The Code of Virginia ([§2.2-5206](#)) requires all local CSA programs to have an appeal policy. If you disagree with a decision by the local FAPT, you should consult with your CSA Coordinator to request information on their appeals process.

Will I have to contribute to the payment for services provided by CSA?

You could potentially have a co-payment assessed by the CSA program. Parental contributions are based on a sliding scale established by your locality or by referral for child support in certain instances.

- The Code of Virginia ([§2.2-5206](#)) requires that each CPMT has a local policy for assessing parental contribution for services provided. The CSA Coordinator in your community can explain the local parental co-pay policy.
- If the services you are receiving are outlined on your child's Individualized Education Plan (IEP) or funded through Medicaid, you cannot be required to pay a co-pay for these services. Additional services recommended by FAPT may be subject to a co-payment.

The Community Policy and Management Team (CPMT)

The two primary roles of the CPMT are to manage the CSA funds and establish local CSA policies and procedures. The team consists of directors from DSS, schools, CSU, and the CSB. CPMT also has a parent representative, a representative from the health department, and a service provider.

CSA Rights and Responsibilities to Families

- You have the right to receive information on the local CSA process
- You have a right to understand the information that you receive and have it delivered in your preferred language
- Your Case Manager is responsible for assisting you throughout the FAPT process
- You have the right to review the Individualized Family Service Plan (IFSP) and to agree or disagree in writing with the identified services. All FAPT services are voluntary unless ordered by the court.
- You have the right to receive a copy of your IFSP as soon as possible following the meeting
- You have the opportunity to participate in all FAPT meetings. You have the right to participate and be present for the entire meeting. You have the opportunity to discuss your child and family's situation as well as participate in decisions that apply to you and your family
- You have the right to appeal IFSP decisions according to local policy.

What if I have additional questions?



Because your county or city is responsible for managing CSA, the process is specific to where you live. There may be some differences in how each program operates. Your CSA Coordinator should be your point of contact for questions or concerns. The CSA website (www.csa.virginia.gov) provides more detailed information about state CSA law and operations.

If there are questions regarding policies or operations in the area where you live, your local CPMT Chair may offer further assistance. You may find the CPMT Chair from your area on the CSA website, under the Contacts tab by clicking [here](#).

Acronyms Used at CSA

CANS – Child and Adolescent Strengths and Needs Assessment

CHINS – Child in Need of Services

CPMT – Community Policy and Management Team

CSA – Children's Services Act

CSB – Community Services Board

CSA – Court Services Unit

DJJ – Department of Juvenile Justice

DMAS – Department of Medical Assistance Services

DSS – Department of Social Services

FAPT – Family Assessment and Planning Team

IACCT – Independent Assessment, Certification, and Coordination Team

IEP – Individualized Education Program

IFSP – Individual and Family Services Plan

OCS – Office of Children's Services

From: [Mucha, Marsha](#)
To: [Marsha Mucha](#)
Subject: "[External]"Fwd: Supporting Transportation Needs of Youth in and Formerly in Foster Care
Date: Wednesday, January 12, 2022 10:53:20 AM

Good morning, CSA Coordinators and CPMT Chairpersons,

Please see the below Broadcast from the Virginia Department of Social Services regarding additional federal Chafee funds to support older and former foster youth in obtaining transportation, particularly associated with getting a driver's license, such as payment for driver's ed classes, purchasing auto insurance or buying a car. Please read the Broadcast carefully, as there is a short time frame for use of these funds (February 1, 2022-September 30, 2022) and LDSS must submit a brief application to access the allocation. Up to \$4000 per youth is available.

Carol



Carol Chenault Wilson

Program Consultant

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----- Forwarded message -----

From: Fusion Server <donotreply@dss.virginia.gov>

Date: Wed, Jan 12, 2022 at 9:29 AM

Subject: Supporting Transportation Needs of Youth in and Formerly in Foster Care

To: <carol.wilson@csa.virginia.gov>

Supporting Transportation Needs of Youth in and Formerly in Foster Care

Categories: [Family Services](#)

The Division X of the Consolidated Appropriations Act 2021 (The Act) specifically authorizes Chafee COVID funds to be used to provide driving and transportation assistance to youth who experienced foster care at age 14 or older, have attained age 15, and are under age 23. These costs may be related to obtaining a driver's license, vehicle insurance, driver's education classes and testing fees, practice lessons, practice hours, license fees, and assistance in purchasing an automobile. This Act offers up to **\$4000** per youth for driving and transportation assistance and will start **February 1, 2022. These funds must be expended by September 30, 2022.** These funds do not require a local match.

It is estimated that less than 5% of teens in foster care obtain their driver's license by their 18th birthday (Virginia Commission on Youth, 2018). Young people who participated in a recent focus group reported having a driver's license is important because it can provide them independence and reliable transportation for school and work. However, they stated they need support and resources with getting documentation required by the Department of Motor Vehicles, cost of car insurance and fees, access to a car to practice driving and purchasing a car. A recent survey completed by local departments of social services (LDSS) identified the same barriers.

The additional Chafee funds provided to states under the Act are meant to alleviate as many barriers as possible to ensure eligible youth receive the services and support necessary to meet their individualized transportation needs. Funding under this program can be used to help youth achieve an important milestone, skill, and experience towards normalcy and self-sufficiency. It is crucial that LDSS maximize these additional Chafee COVID funds during this time by assisting all eligible youth with their driving and transportation needs.

The Virginia Department of Social Service strongly encourages LDSS to take advantage of the additional Chafee funding available by completing the brief Transportation Assistance Program application and emailing it to va.ilp@dss.virginia.gov by **January 26, 2022**. The application is located [here](#) with the other funding applications for child welfare.

LDSS that submit an application by January 26, 2022 will be approved and receive an allocation per eligible youth in **Budget Line 884** on or around **February 1, 2022**. If funding is not used prior to the end of the local fiscal year (May 31, 2022), it will be reallocated in June. The additional Chafee and Education Training Voucher (ETV) COVID funds end **September 30, 2022**. If there are questions or request for technical assistance, please contact Gwendolyn Castillo, Youth Services Program Specialist, at Gwendolyn.castillo@dss.virginia.gov, 804-659-2568; or Letha Moore-Jones, State Independent Living Coordinator and Youth Services Supervisor, at letha.moore-jones@dss.virginia.gov, 804-726-7576.

[Unsubscribe](#)

From: [Mucha, Marsha](#)
To: [Marsha Mucha](#)
Subject: "[External]"Information Sessions on Expanded Evidence-Based Programs
Date: Thursday, January 20, 2022 1:48:20 PM
Attachments: [image.png](#)
[image.png](#)

Good Afternoon -

Shared on behalf of the VDSS Family First Team and The Center for Evidence-based Partnerships.

Thank you,
Marsha Mucha

Marsha Mucha



Marsha Mucha

Administrative Staff Assistant

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Greetings CSA Coordinators,

The Virginia Department of Social Services (VDSS) and the Center for Evidence-based Partnerships in Virginia (CEPVa) are excited to announce that **funding is available to providers and LDSS to support the expansion of evidence-based programs (EBP)** across the Commonwealth. CEPVa will be opening a request for applications (RFA) period beginning February 4, 2022. Funding is intended for training to bring additional EBPs into areas where there are service gaps and needs. Please **save-the-date** for our kick-off information session on this exciting funding opportunity and the RFA process on **Friday, February 4, 2022 from 9:00-10:30am**. You can register in advance [here](#).

Funding for training will be considered for the following EBPs:

- Multisystemic Therapy (MST),
- Functional Family Therapy (FFT),
- Parent-Child Interaction Therapy (PCIT),
- Brief Strategic Family Therapy (BSFT),
- Homebuilders,
- Family Check-Up
- Motivational Interviewing (MI)

More information about each of these "well-supported" EBPs can be found on the [Title IV-E Prevention Services Clearinghouse](#). The RFA will be posted on the [VDSS Family First website](#) on February 4, 2022.

Please share this announcement within your networks as you see fit. We appreciate your partnership with us to provide evidence-based prevention services to the children, youth, and families we serve.

Thank you,

VDSS Family First Team



&

The Center for Evidence-based Partnerships

