

FREDERICK COUNTY CPMT AGENDA

February 24, 2025

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

- I. Call to Order
- II. Adoption of Agenda
- III. Frederick County Data- Presentation by Carrie Thompson, Research Associate Senior
- IV. Consent Agenda
 - A. Approval of January Minutes
 - B. Budget Request Forms
- V. Executive Session
 - A. Case Appeals (2)
 - B. Rate Change (2)
- VI. Agency/Member Announcements
 - A. Updates from Members
- VII. CSA Office
 - A. FAPT/CPMT Vacancy Updates
 - B. January Financial Statement
 - C. SME Contact List
 - D. CSA Conference
 - E. OCS New User Guide, Policy, CSA/SpEd Guidance
 - F. Sponsored Residential
 - G. Statewide Staffing Concerns seasoned Coord, overwhelming
- VIII. Old Business
 - A. CSA Eligibility Discussion (OCS Representative?)
 - B. FAPT Process
 - C. Strategic Planning Retreat
 - D. Vendor Contracts
 - 1. Use of Non-Contract Providers- Policy & Procedure Revisions
 - 2. OCS Standard Model Contract
 - E. Virginia Legislation and Policy Updates
 - 1. CSA Policy Manual Updates
 - a) 2.1.3- Individual Participation in SEC meeting by Electronic Means- Revision- Public Comment
 - b) 4.3- Carve Out of Allocation- Repeal- Approved
 - c) 4.4.2- Medicaid Funded Services- Repeal- Public Comment
 - d) 4.5.3- Administrative Funds- Revision
 - 2. Current Legislation
 - a) HB 1600 Item 268 1C
 - b) SB 801
 - c) SB 1372/HB 1733
 - d) SB 747
- IX. New Business
 - A. Mental Health Initiative Funds
 - B. Administrative Memo #25-01

- C. Administrative Memo #25-02
- D. Use of Medicaid Providers
- E. Maintenance Rate Change Policy/Procedure
- X. Informational Items
 - A. None
- XI. Upcoming Meetings
 - CPMT- March 24, 1:00-3:00pm, 1st Floor Conference Room
 - CPMT Retreat- March 31, Details TBD
 - Future Meeting Change Reminder- 3rd Monday- 5/19/25 (Memorial Day 5/26/25)
- XII. Adjourn

****Instructions for Closed Session:**

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (16), 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-
- Certification 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: January 27, 2025

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on January 27, 2025, at 1:00 pm.

The following members were present:

- Leea Shirley, Lord Fairfax Health District
- Tamara Green, Frederick County Department of Social Services
- Jay Tibbs, Frederick County Administration
- Robert Johnson, Private Provider Representative, Grafton Integrated Health Network
- Jerry Stollings, 26th District Juvenile Court Service Unit
- Shamika McDonald, Frederick County Public Schools

The following members were not present:

- Denise Acker, Northwestern Community Services Board

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Sarah Makomva, CSA Account Specialist

Call to Order: Jay Tibbs called the meeting to order at 1:06 pm.

- I. Introductions
- II. Adoption of Agenda
 - A. Jerry Stollings made a motion to adopt the January agenda. Leea Shirley seconded; CPMT approved.
- III. Consent Agenda- The following items were included in the Consent Agenda for CPMT's approval:
 - A. December 16, 2024 - CPMT Minutes. Leea Shirley made a motion to approve the December minutes. Robert Johnson seconded; CPMT approved.
 - B. Budget Request Forms- Confidential Under HIPAA. Leea Shirley made a motion to approve the Budget Request Forms. Robert Johnson seconded; CPMT approved.
- IV. Executive Session
 - A. None
- V. Committee Member Announcements
 - A. Jerry Stollings announced DJJ is under an unofficial hiring freeze, leaving a Probation/Parole Officer position vacant until further notice.
 - B. Shamika McDonald announced she will be leaving Frederick County Public Schools and will not be at the next CPMT meeting.
 - C. Robert Johnson shared a summary of his background, which highlighted how he has served youth and the community over the span of his career. He detailed his college degree and several licenses he holds. He has also served on several FAPT and CPMT teams for various counties and hopes to be a useful resource.

VI. CSA Office Updates

- A. CSA Committee Vacancy Updates- The CSA Coordinator announced the parent representative positions for CPMT and FAPT are still vacant, and no interest has been expressed at this time.
- B. December Financial Statement
1. Total Net Expenditures as of December 2024- \$1,491,684.93 or 31% of the allocation.
 2. State portion of non-mandated/protected fund allocation is \$34,011.00. Of that, \$20,740.27 or 61% has been spent. \$13,284.00 is encumbered.
 3. Combined state and local SpEd Wrap Allocation is \$239,535.00. Of that, \$74,753.50 or 31% has been spent and \$38,381.00 is encumbered.
 4. Youth Served as of December 2024 is 91
 - a. 61 in Community Based Services
 - b. 15 in Private Day School
 - c. 16 in Congregate Care
 - d. 14 in TFC
- C. Clarification of CSA roles – The CSA Coordinator provided CPMT with a job summary document that specified job duties of each CSA employee. Tamara Green requested clarity of roles in the decision-making process in the CSA office. This discussion will be held during next month's CPMT meeting.

VII. Old Business

- A. CSA Eligibility Discussion- The CSA Coordinator was notified that OCS Staff would prefer CSA Eligibility questions to be emailed. CPMT's expectation is that OCS Staff be a part of the next CPMT meeting to clarify the state policy regarding eligibility. The team offered that the initial question was in writing and a representative should be available for their follow up questions.
- B. Strategic Planning Retreat – The CSA Coordinator scheduled a presentation by Carrie Thompson – OSC Research Associate Senior in March to provide data specific to Frederick County and insight in its interpretation. The CSA Coordinator contacted two potential individuals who could facilitate the retreat and provided CPMT with their proposals. CPMT discussed other facilitator options and requested the CSA Coordinator get an additional proposal. CPMT will finalize the decision on who will be the facilitator at the next CPMT meeting. CPMT requested Carrie Thompson come to CPMT meeting in February to present. CPMT decided the retreat should be scheduled for half a day and if more time is needed that can be scheduled later.
- C. Policy / Procedure Manual Review Committees– The CSA Coordinator scheduled an initial meeting on February 28, 2025, to begin the process of reviewing the manual.
- D. Vendor Contracts
1. Use of Non-Contract Providers- The CSA Coordinator developed a procedure to meet the requirements of the County Attorney as well as DSS for potential use of a non-contracted provider. CPMT was provided with the procedure to review. CPMT discussed the procedure and edits they would like the CSA Coordinator to make. The CSA Coordinator will bring the final draft back to CPMT next month to be adopted with corrections.

Tamara Green requested clarity on how many Medicaid providers, contracted or non-contracted, must be contacted before moving forward with a placement to be paid with CSA funds. CPMT decided five documented Medicaid providers need to be contacted. The CSA Coordinator will update the current policy to reflect this change.

- Jerry Stollings made a motion that five documented Medicaid providers need to be contacted. Shamika McDonald seconded; CPMT approved.

2. OCS Standard Model Contract – Postponed discussion for next CPMT meeting.

E. Virginia Legislation and Policy Updates

1. CSA Policy Manual 2.1.3 – Individual Participation in SEC meeting by Electronic Means- Revision – This revision provides guidance to SEC regarding the parameters of electronic participation in SEC meetings or any committees established by SEC. This will align the current language with new legislation that was approved under FOIA. Currently open for the 45-day public comment period ending 1/31/25.

2. CSA Policy Manual 4.4.2- Medicaid Funded Services- Repeal – This revision will remove language from the policy manual regarding the Medicaid requirement. However, this does not change the requirement, as it is still in the Code of Virginia. This would only remove the redundancy of it being in the CSA Manual as well. Currently open for the 60-day public comment period ending 2/17/25.

3. CSA Policy Manual 4.5.3- Administrative Funds- Revision- This revision will streamline the current process. OCS will reach out directly to local fiscal agents for required signatures for local CSA programs to access administrative funds. Currently open for the 60-day public comment period ending 2/17/25.

4. Budget Bill HB1600- Section L Caps CSA reimbursement of Private Day School rates to no more than 2.5% increase over the prior year. Any percentage over the 2.5% cap would be paid by the locality, further increasing the amount of local dollars spent on the costliest services for which CSA is required to pay. CPMT asked the CSA office to write a letter of dissent which will be sent to state legislators.

- Jerry Stollings made a motion for CPMT Chair to send a letter to our state legislators in disagreement with the 2.5% cap. Leea Shirley seconded; CPMT approved.

VIII. New Business

- A. Emergency Funding Request signatures -DSS reported difficulty obtaining the 2nd signature on Emergency Funding Request forms. The service program manager asked the CSA office to request that CPMT designate a member on a monthly rotating schedule to be “on-call” each month to contact for the second signature for these forms. CPMT discussed this matter and decided to keep the current procedure in place unless it becomes more frequent of an issue.
- B. CPMT Roles/ Responsibilities – Jay Tibbs has had several conversations with individual CPMT members requesting a re-fresh on the roles and responsibilities of CPMT members. The CSA Coordinator provided CPMT with CPMT Roles, Powers, and Duties from the Code of Virginia. Leea Shirley shared OSC will be in Clarke County hosting a training soon but was uncertain of

the meeting date. CPMT would like to discuss training suggestions further when all CPMT members are present.

IX. Informational Items

A. None

X. Upcoming CPMT Meetings

- February 24, 2025, 1:00-3:00pm, 1st Floor Conference Room
- Future Meeting Change Reminder- 3rd Monday, May 19, 2025

XI. Adjourn at 2:39 pm: Jerry Stollings made a motion to adjourn the meeting. Leea Shirley seconded; CPMT approved.

Minutes Completed By: Sarah Makomva



Frederick County CSA Financial Report

January 2025

Expenditures

Total Net Expenditures: 38%
\$1,807,271.29

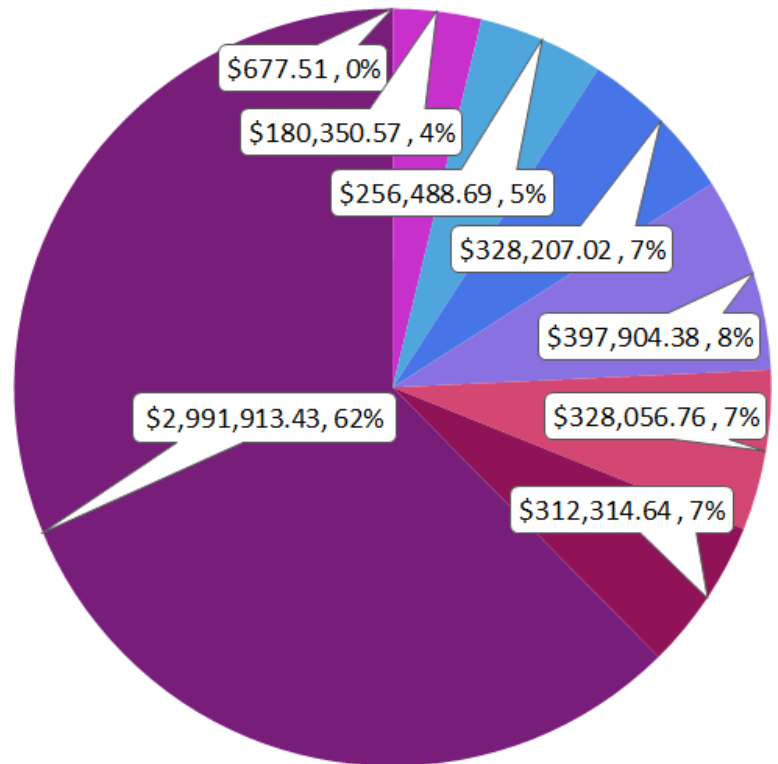
Protected

Total State Match: \$34,011.00
Encumbered: \$

SpEd Wrap

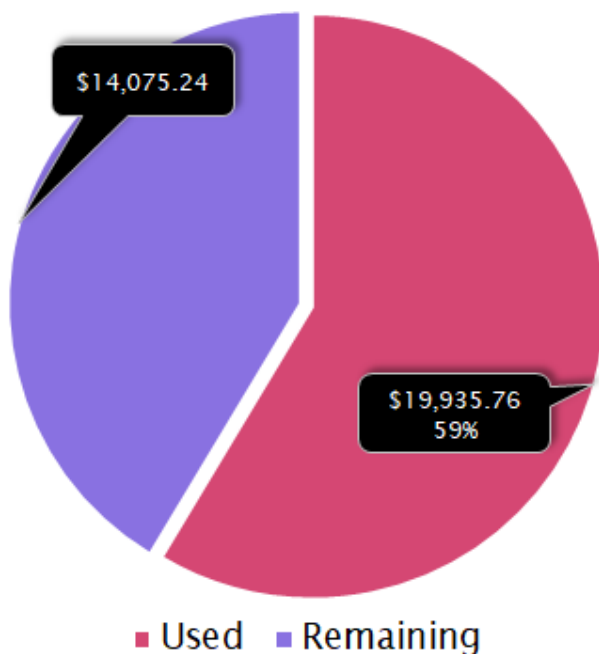
Total Allocation: \$239,535.00
Encumbered: \$

Monthly Expenditures

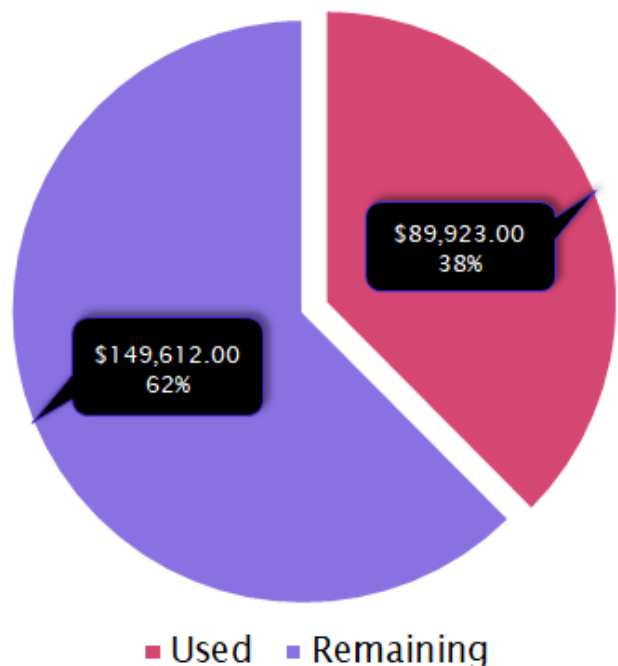


Protected Funds

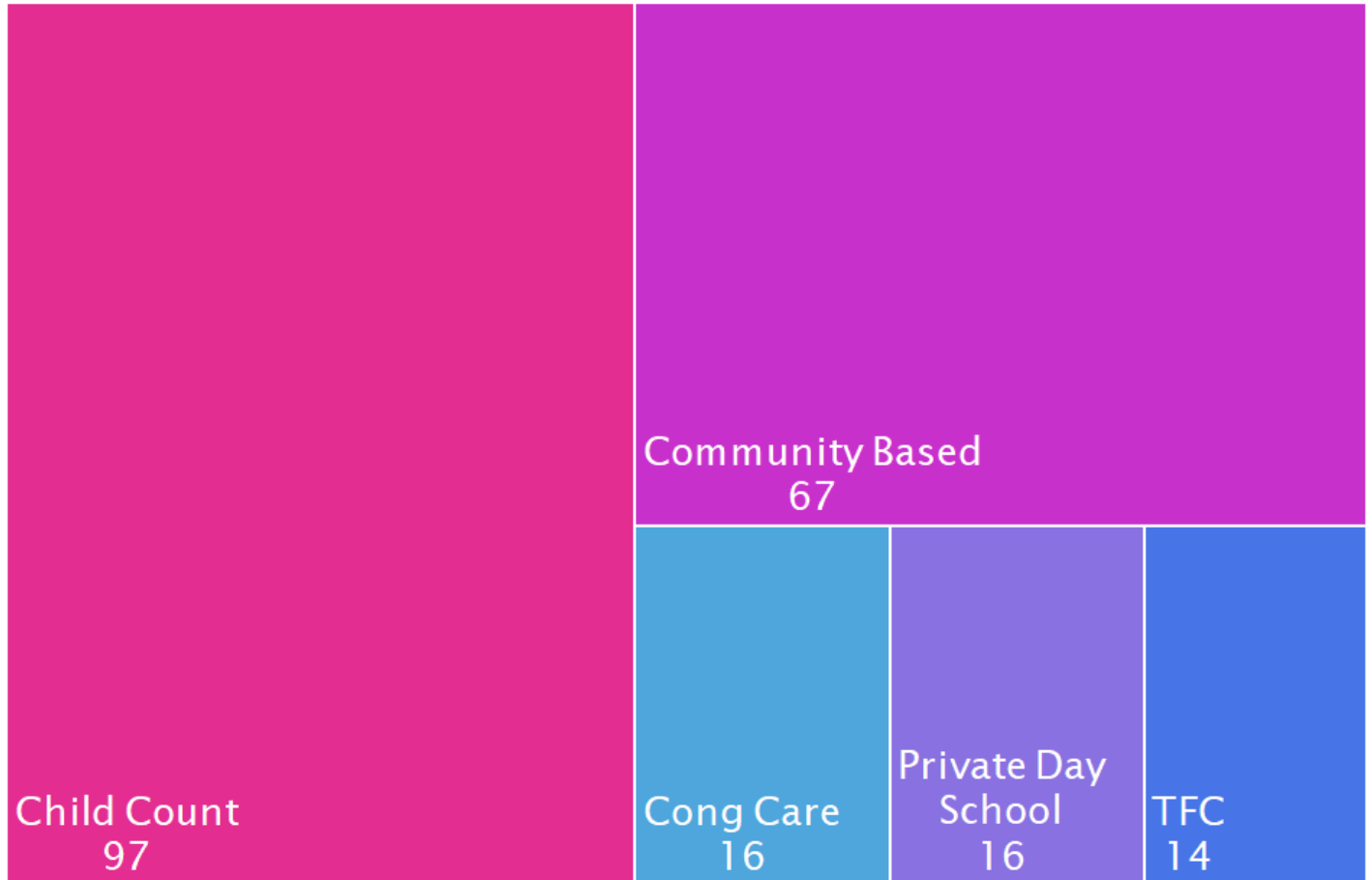
State Match Only



SpEd Wrap



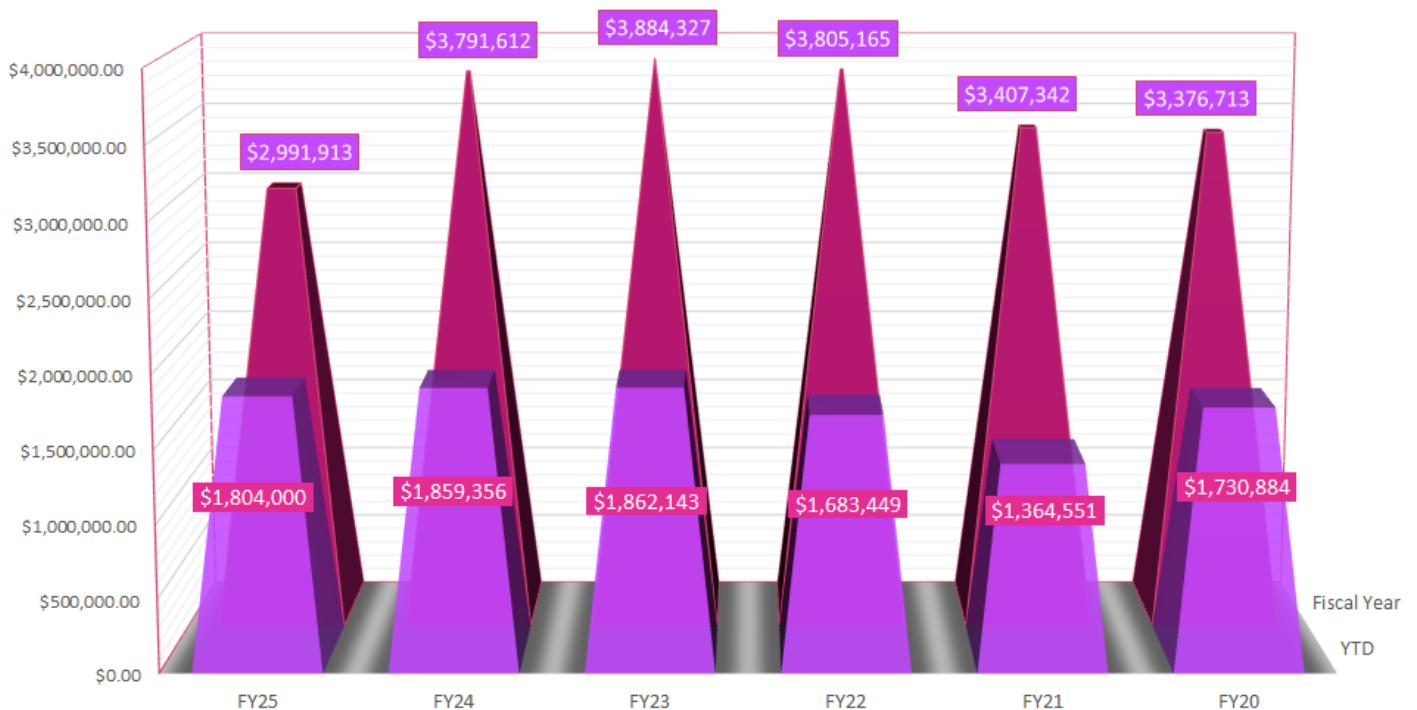
Service Placement Type



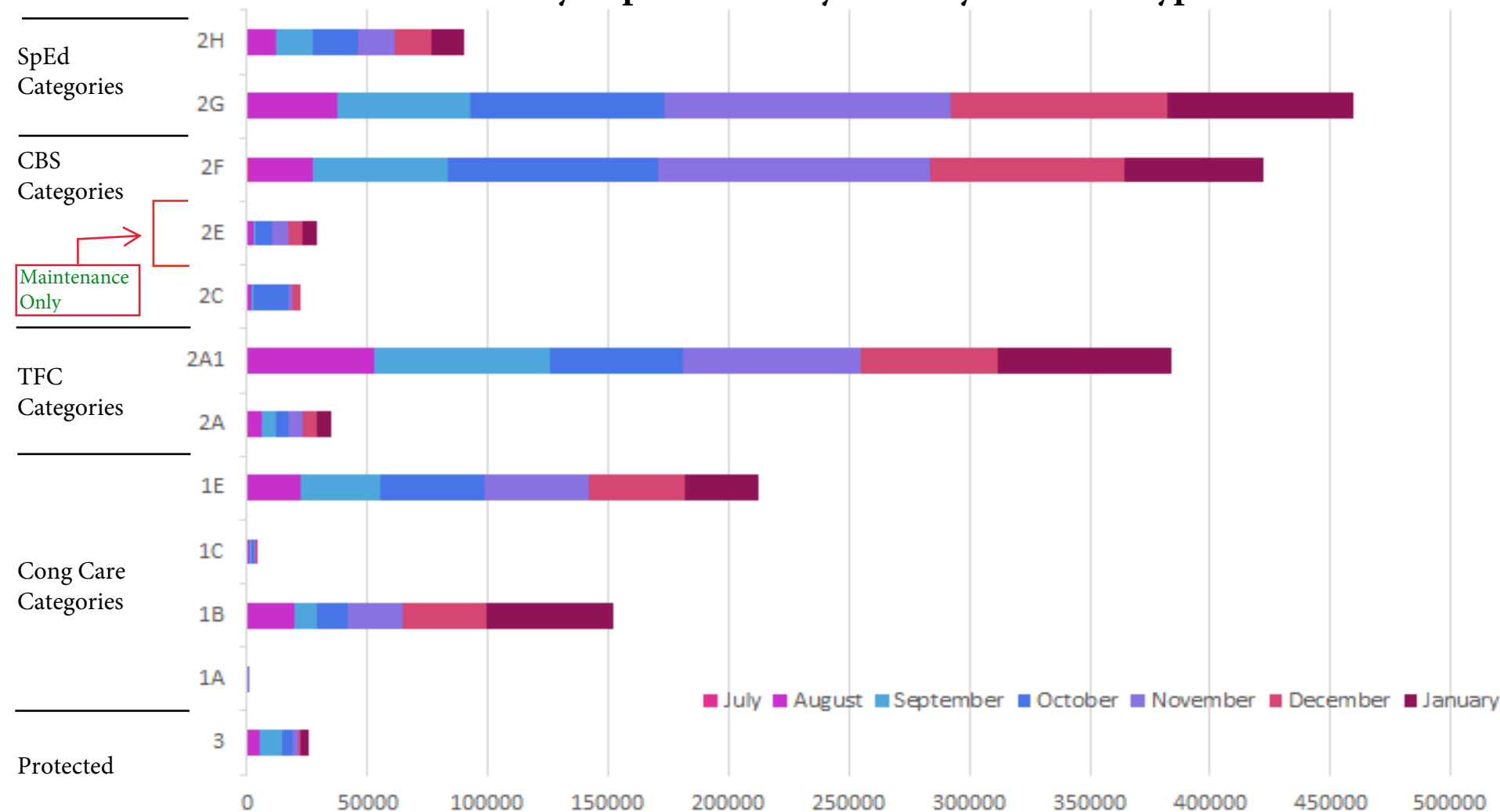
Unduplicated: Child Count, Congregate Care, Therapeutic Foster Care, Community Based Services

*Possible duplication of Private Day School students with youth in Congregate Care

Expenditure Trends



Monthly Expenditures by Primary Mandate Type



Primary Mandate Types (PMT):

1A- IV-E Congregate Care

1B- Non IV-E Congregate Care

1C- Parental Agreement Congregate Care

*PMTs 1A-1C do not include Education

1E- Residential Education

*Includes all services for RTC IEP and Education only for all other RTC placements

2A- IV-E Treatment Foster Home

2A1- Non IV-E Treatment Foster Home

2A2- Parental Agreement Treatment Foster Home

2C- IV-E Community Based Services

*Only for youth placed in CFW Foster Homes

2E- Maintenance and Other Services

*Only Basic Maintenance and Daycare for youth in Foster Care

2F- Non IV-E Community Based Services

*Includes Daycare for youth not in Foster Care or IV-E CBS for youth placed in TFC or Cong Care

2G- Private Day School

2H- Special Education Wrap Around Services

3- Protected Funds

*NonMandated