

FREDERICK COUNTY CPMT AGENDA

October 27, 2025

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

- I. Call to Order
- II. Adoption of Agenda
- III. Consent Agenda
 - A. Approval of September Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Local Only Funds
 - B. Case Notice
- V. Agency/Member Announcements
 - A. Updates from Members
- VI. CSA Office
 - A. FAPT/CPMT Vacancy Updates
 - B. New Case Manager Training Pt. 2
 - C. FY26 CSA Annual Risk Assessment Survey
- VII. Old Business
 - A. Strategic Plan Update
- VIII. New Business
 - A. Administrative Memo #25-12
- IX. Informational Items
 - A. Family Guide Video Flyer
- X. Upcoming Meetings
 - Joint CPMT/FAPT Meeting- Tuesday, October 28, 2025, 1:00-1:30 pm, 2nd Floor Public Works/CSA Conference Room
 - CPMT- Monday, November 24, 2025, 1:00-3:00pm, 1st Floor Conference Room
- XI. 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: September 22, 2025

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on September 22, 2025, at 1:00 pm.

The following members were present:

- Jay Tibbs, Frederick County Administration
- Deborah Thomas, Northwestern Community Services Board
- Jerry Stollings, 26th District Juvenile Court Service Unit
- Tamara Green, Frederick County Department of Social Services
- Leea Shirley, Lord Fairfax Health District

The following members were not present:

- Robert Johnson, Private Provider Representative, Grafton Integrated Health Network
- Dr. Tabitha Reeves, Frederick County Public Schools

The following non-members were present:

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

I. Call to Order- Leea Shirley called the meeting to order at 1:04 pm.

II. Adoption of Agenda

A. Jay Tibbs made a motion to adopt the September agenda. Tamara Green seconded; CPMT approved.

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

A. August 25, 2025 - CPMT Minutes. Jay Tibbs made a motion to approve the August minutes. Tamara Green seconded; CPMT approved.

B. Budget Request Forms were moved to end of meeting per request.

IV. Executive Session

A. None

V. Committee Member Announcements

A. The CSA Coordinator introduced Deborah Thomas from Northwestern Community Services Board to the CPMT team. Deborah will be the interim CPMT member until the NWCSB Program Manager position is filled. Deborah is from the Warren County Clinic.

VI. CSA Office Updates

A. CSA Committee Vacancy Updates

1. The CSA Coordinator announced the parent representative positions for CPMT and FAPT are still vacant, and no interest has been expressed at this time. The CSA Coordinator has been in contact with Ann Phillips, Deputy Clerk, and she is going to assist with online posting.

B. August Financial Statement

1. Total Net Expenditures as of August 2025- \$3,853,787.99, which represents 81% of the total allocation.
2. State portion of non-mandated/protected fund allocation is \$34,011.00. Of that, \$29,880.65 or 88% has been spent.
3. Combined state and local SpEd Wrap Allocation is \$239,535.00. \$76,963.91 was returned to OCS. Supplemental funds requested from OCS of \$18,025.10. Of that, \$179,331.45 or 99% has been spent.
4. Total unduplicated Youth Served as of August is 131.
 - a. 87 in Community Based Services
 - b. 17 in Private Day School
 - c. 17 in TFC
 - d. 27 in Congregate Care
 - 8 CHINS Parental Agreement
 - 2 IEP Residential

C. New Case Manager Training- The CSA office held Part 1 of the New Case Manager Training on September 10, 2025, to cover CSA basic concepts, eligibility, case management, and family engagement. Part 2 is scheduled to be held on September 24, 2025, 9am-12:30pm. Part 2 will be focused on reviewing in detail all the forms that case managers submit to the CSA office. The CSA Coordinator provided the sign-in sheet to CPMT from the Part 1 training session.

VII. Old Business

A. Strategic Plan Update- The CSA Coordinator shared the UMFS Facilitator has identified and mapped out four core areas of focus for the Strategic Plan: Family Engagement, Service and Support Infrastructure, Service Quality, and Social Impact. These categories were determined via guided activity whereby participants formed groups to brainstorm ideas and determine the most important areas of focus. The UMFS Facilitator and the CSA office met to discuss the initial draft and clarify capacity and potential timelines. From that meeting the UMFS Facilitator then further refined the initial draft. In the next step, the CSA Coordinator plans to go back to some of the FAPT/ CPMT members that were able to participate in the original meeting and have them review the plan to make sure the important points are captured and edit plan as needed. Once that is completed, the CSA Coordinator will bring the Strategic Plan draft to CPMT to review before it is finalized.

B. FAPT Meeting Improvement Updates- The CSA Coordinator suggested establishing a Spring and Fall Lunch and Learn series to target individuals and/or vendors who interact with CSA to focus on the following topics: CANS & Service Planning, CSA Forms, Eligibility, Case Conceptualization & Critical Thinking, Service Descriptions & Expectations, and CSA Contract Expectations. This would also include a vendor information session to go over contract expectations and report writing. The CSA Coordinator proposed holding those meetings on the 1st Wednesday of each month.

C. Revisit Co-pay Policy- The CSA Coordinator brought the co-payment policy to CPMT at the August meeting to reignite the discussion of who should be assessed the co-payment. The model copayment has not been distributed as anticipated, and almost two years have passed. At the August CPMT meeting, it was suggested the language be developed to capture the assessment of the parent/ legal guardian/ custodian with consideration of the individual receiving the service. The CSA Coordinator provided a new draft to CPMT with such language. CPMT reviewed the document in detail and gave feedback on the questions the CSA Coordinator still had outstanding. CPMT also decided Kinship/Fictive Kin placements could be added to the "Waivers and Exceptions" portion of the policy. The CSA Coordinator will contact

OCS regarding the language "Services may be suspended following two unresolved notices" for clarification. The CSA Coordinator will revise the policy and bring it back to CPMT to be finalized.

VIII. New Business

A. Policy Revision: Residency- The CSA Coordinator provided CPMT with a proposed policy revision to align with the state policy change for how SpEd Private Placements are handled when the parent/guardian moves out of the locality.

- Jerry Stollings made a motion to approve the policy revision. Jay Tibbs seconded; CPMT approved.

B. Notice of Intent to Develop Policy- The CSA Coordinator provided the following documents to CPMT.

1. 5.1 Dataset & 4.5.6 Local Match Rate- These notices were distributed after being approved at the SEC Meeting on 9/11/25. The intent of these changes is to combine two policies by rescinding Policy 5.1 Dataset and revising Policy 4.5.6 to clarify confusing language regarding local match rates and state reporting. These proposals are in the initial 45-day public comment period which closes 10/31/25.

2. 4.1.1 CHINS- Phase 2 covers the changes to the CHINS definition and eligibility for the CSA program. This proposal is in its second public comment period for 60 days, which closes 11/14/25.

3. 3.5 Records Management clarifies what is considered a CSA record and outlines minimum documentation requirements to demonstrate compliance with the CSA statutory requirement and the management of printed and electronic records. The public comment period closes 11/14/25.

C. CPMT & FAPT Stipends- The CSA Coordinator updated the bylaws for FAPT and CPMT to reflect a stipend of \$50 per meeting for the parent representative.

- Jay Tibbs made a motion to update the bylaws. Jerry Stollings seconded; CPMT approved.

D. NWCSB Rate Sheet- NWCSB provided an updated rate sheet revising language regarding referrals to CSA for Case Support. Previous rate sheet limited the agency from requesting Case Support for cases that were open to CSB prior to CSA involvement.

- Jerry Stollings made a motion to approve the updated rate sheet for NWCSB. Jay Tibbs seconded. Deborah Thomas abstained. CPMT approved.

E. Emergency Funding barriers- DSS had previously expressed difficulty obtaining a signature from a 2nd CPMT member as required in policy (with exceptions). CPMT discussed. CPMT does not see a need to update the current policy. The CSA Coordinator verified CPMT member contacts to ensure accuracy for case manager needs.

IX. Informational Items - None

X. Budget Request Forms- Confidential Under HIPAA. Jay Tibbs made a motion to approve the Budget Request Forms. Jerry Stollings seconded; CPMT approved.

XI. Upcoming CPMT Meetings

- Joint CPMT/FAPT Meeting- Tuesday, October 28, 2025, 1:00-1:30 pm, 2nd Floor Public Works/CSA Conference Room

- Monday, October 27, 2025, 1:00-3:00, 1st Floor Conference Room

XII. Adjourn

- A. Jay Tibbs made a motion to adjourn the meeting at 2:59 pm. Jerry Stollings seconded; CPMT approved.

Minutes Completed By: Sarah Makomva

Fiscal Year 2026 CSA Local Agency - Annual Risk Assessment Survey

The Program Audit Activity of the Office of Children's Services (OCS) is responsible for evaluating the adequacy and effectiveness of governance, risk management, internal control, and compliance activities of local CSA programs, governed by requirements established in the Code of Virginia, Children's Services Act (§ 2.2-5200) and policies adopted by the State Executive Council (SEC). The basis for audit selections include risk assessment, management and stakeholder input, and the established audit cycle (every three years).

The purpose of this survey is to collect information pertaining to local CSA programs that is necessary to complete the risk assessment, and to solicit input from local agency stakeholders that is specific to each of the individual programs. As you complete the survey, please keep in mind that a high risk rating does not guarantee that your program will be subject to an immediate audit. Further, a low risk score does not mean that your program will not be audited in the near future.

Instructions: Survey questions may be discussed with the full Community Policy and Management Team (CPMT). However, the CPMT Chair or designee should complete and submit only one survey per locality. Responses are due by 5:00pm on Friday, October 31, 2025.

Your prompt and thoughtful responses to this risk evaluation survey are greatly appreciated. If you have any questions about this survey, please contact Stephanie Racote, Program Audit Manager at (804) 662-7441.

Respondent's Contact Information

(In case follow-up is necessary)

1. Locality Name *

2. Respondent's Name *

3. Respondent's Title *

4. Respondent's Phone Number *

Inherent Risk Evaluation

The following risk factors may hinder achievement of objectives, if mitigating actions are not taken. Please rate the degree in which your local CSA program has experienced or have been affected by the situations described below.

(Note: A "high" rating is indicative that the risk exposure described exists and has significantly affected the local program. A "low" rating is indicative that the risk exposure is not present, or where it exists that there has been little or no affect to the local program.)

5. CHANGES IN OPERATIONS: Extent to which changes in funding, staffing, operating practices/procedures over the past 24 months have affected your local program as the changes are absorbed. *

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

6. PRESSURE TO MEET OBJECTIVES: Extent to which the local program has been vulnerable to reductions in the quality of service provided, increased operating cost, or lessening of controls/procedures to achieve federal, state, and local objectives. *

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

7. ADVERSE PUBLICITY: Extent to which unfavorable exposures (industry and/or public media) over the past 24 months have affected your local program's ability to secure and maintain public trust and confidence. *

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

8. SERVICE DELAYS: Over the past 24 months, the extent to which failure to meet stated service levels has seriously affected relations with stakeholders, created serious internal problems, and/or affected the program's reputation. *

- ☐ Low
- ☐ Slightly moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

9. CONFIDENTIALITY OF DATA: Extent of loss or embarrassment over the past 24 months that was due to unauthorized or premature disclosure of protected information. *

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

10. INACCURATE DATA: Extent that incorrect data generated over the past 24 months has affected the integrity and reliability of data reported by the local program, and consequently shared by other state and local stakeholders. *

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

11. PROCESSING SOPHISTICATION: Extent to which the reliability of manual and/or automated technology processes used in the local program's process flow over the past 24 months has impacted performance of daily operating activities. *

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

12. HISTORY OF FRAUD: Extent to which actual or alleged incidences fraud occurring with in the past 24 months has impacted the local program. *

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

Control Risk Evaluation

The following factors that are established to mitigate risks could potentially lose their effectiveness over time, and thus no longer function as intended. Please rate the degree in which your local CSA program has experienced or has been affected by the situations described below.

(Note: A "low" rating is indicative that the risk control described exists and is functioning as intended. A "high" rating is indicative that the risk control described does not exist, or where it does exist that the control is not working as intended).

13. **EXPERIENCE LEVEL OF THE MANAGEMENT TEAM:** Collectively, the extent of management's understanding of state and local CSA operations and understanding of management principles (planning, directing, and monitoring). Consider length of CSA experience.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

14. **INFORMATION TECHNOLOGY SECURITY:** Extent that appropriate actions have been taken to protect sensitive/confidential data from unauthorized access, such as the use of restricted areas, passwords, and encryption devices.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

15. **AUDIT COVERAGE:** Extent that internal and/or external reviews are of a quality and frequency of which to provide comprehensive evaluations of the local program.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

16. ABILITY TO OVERRIDE POLICY: Extent of the ease to which management takes actions that supersede the state and local policies/procedures adopted that govern the local program.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

17. CONTINGENCY PLANNING: Existence of a documented plan to ensure continuation of services in the event of an emergency (e.g. natural disaster) or other short/long-term service disruptions (e.g. extended absence of CSA Coordinator).

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

18. ADEQUACY OF POLICIES AND PROCEDURES: Extent to which local program policies and procedures are written, comprehensive, clear, accessible, aligned w/federal and state laws and policies where applicable, periodically reviewed and updated.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

19. MEASURABLE GOAL/OBJECTIVES/PERFORMANCE TARGETS: Extent to which the management team has established benchmarks to gauge achievement; that are documented, reviewed/updated periodically, and disseminated.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

20. MANAGEMENT REVIEW/QUALITY ASSURANCE: Extent to which the management team regularly receives and effectively acts upon formal reports detailing major aspects of the local program to ensure compliance with state and local requirements.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

21. TRAINING: Extent to which a conscious effort is made to regularly provide training to local program stakeholders; that there is evidence that training needs of key stakeholders are met.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

22. SEGREGATION OF DUTIES: Extent to which duties in the local program's processing stream (i.e., service planning recommendations by FAPT and funding authorizations by CPMT) are optimally separate.

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

23. CONFLICTS OF INTEREST: Extent to which local representatives adhere to state and local disclosure requirements (i.e. timely notification; completed disclosure forms; abstain from voting where applicable).

- ☐ Low
- ☐ Slightly Moderate
- ☐ Moderate
- ☐ Slightly High
- ☐ High

Stakeholder Feedback

All local programs are scheduled to be audited during the current three year audit cycle (Fiscal Years 2024-2026). Audit selections are based on the evaluation of many factors, including but not limited to risk/severity concerns, availability of resources, and input from OCS management and other state/local CSA stakeholders. Please note that a response to the following questions would NOT automatically result in the local CSA program receiving a higher risk ranking in the scheduling of audit priorities.

24. Please list and briefly describe any best practices, major achievements, and/or concerns that you have regarding your local CSA program.

25. Are there any particular areas of your program that you would like a callback from an auditor to discuss considerations for a more focused review? If yes, please provide a brief description.

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Microsoft Forms



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMO #25-12

To: All CSA Automated Systems Users

From: Preetha Agrawal, Chief Information Officer

Date: October 20, 2025

Subject: Changes to Login Procedures - OKTA

This communication is being sent to all users of CSA information technology systems, including all components of Local Government Reporting, CSA Financial Reporting, the Account Management System, Medicaid FIPS Code verification, CANVaS (for CANS assessments), CPMT Chair, CSA Coordinator, CSA Report Preparers, and CSA Fiscal Agent access.

This is to inform you about an important change to the Office of Children's Services application login process that will impact all users.

As determined by the state VITA process, the OKTA service will retire the SMS (text message) and phone call options for multi-factor authentication (MFA). As a result, CSA system users will no longer be able to receive a one-time code via text or phone call to complete their MFA when logging in to the applications.

Required Action for All Users

All users will be required to use OKTA Verify or OKTA FastPass for MFA. To minimize disruption, we recommend proactively switching to OKTA Verify or OKTA FastPass before October 31.

Authentication Options

OKTA Verify: An application that uses push notifications to a mobile device (e.g., cell phone or tablet) to complete authentication. OKTA Verify can be installed on either a work-issued or personal smartphone/mobile device and is recommended for users who access CSA applications on any mobile device (e.g., smartphone, iPad), personal or state-issued.

OKTA Verify is already available as an MFA option. Users may transition from SMS/Phone to this option at any time.

OKTA FastPass: OKTA FastPass is a feature of the OKTA Verify desktop application, which was installed on all VITA-managed laptops and computers in August 2025. Users are required to establish a passcode (PIN) that must be entered each time the MFA is required on their assigned desktop/laptop. If a user forgets their passcode or needs a reset, they must contact the VCCC.

If you are not accessing CSA systems on a VITA-managed laptop or computer, you must use the OKTA Verify process.

For more information about OKTA Verify and OKTA FastPass, please refer to the VITA knowledge articles listed below.

Thank you for your cooperation in ensuring a smooth transition. **If you need further assistance, please contact the [VITA customer care center \(VCCC\)](#).**

VITA Knowledge Articles

[Adding Okta Verify on mobile devices \(KB0020146\)](#)

[Okta FastPass KBA \(KB0020235\)](#)

Purpose

This job aid is designed to demonstrate how to add Okta Verify on mobile devices.

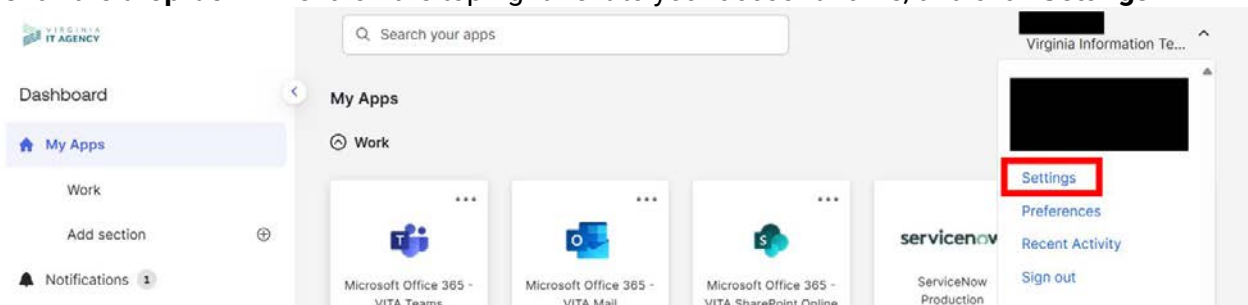
Responsibility

Internal and external users within the Commonwealth of Virginia (COV) (virginia.okta.com) or their customers using the Okta Partner tenant (virginia-gov.okta.com)

Procedures

How to add Okta Verify on mobile devices as an additional factor to your desktop Okta FastPass (desktop client).

1. Login to the [Okta](https://virginia.okta.com) dashboard (virginia.okta.com or virginia-gov.okta.com)
2. Click the **drop-down menu** on the top right next to your account name, and click **Settings**



3. Click on **Edit Profile**

Account

[Edit Profile](#)

Personal Information

First name	Luis
Last name	Lugo
Okta username	Luis.Lugo@vta.virginia.gov
Primary email	Luis.Lugo@vta.virginia.gov
Mobile phone	
Profile Source	COV
CID SAMACCOUNT	1gr70286
Agency	036
Display name	Lugo, Luis (VTA)
Manager email	Bill.Sorenson@vta.virginia.gov
Department	Virginia Information Technologies Agency
Title	Info Technology Specialist IV
Employee number	006636345

[Display Language](#)

Change Password

Password requirements:

- At least 14 characters
- At least one lower case letter
- At least one upper case letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Security Methods

Security methods help your account security when signing in to Okta and other applications.

Okta Verify [Set up another](#)

COV0097665 [Remove](#)

Pass ID [Remove](#)

Google Authenticator [Set up](#)

Phone [Set up](#)

Security Question [Remove](#)

To edit your profile, Okta will redirect you to authenticate with a current multifactor authentication (MFA) method. Follow the prompts to complete authentication.

4. Scroll down to the **Security Methods** section. Next to Okta Verify, choose the **Set up another** option

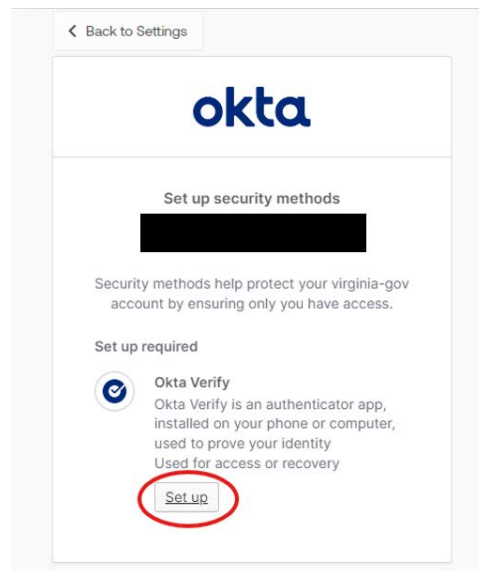
Security Methods

Security methods help your account security when signing in to Okta and other applications.

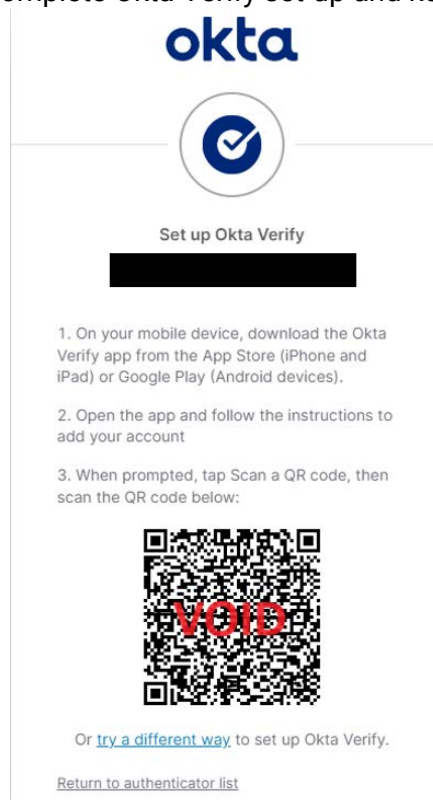
Okta Verify [Set up another](#)

To set up Okta Verify, Okta will redirect you to authenticate with a current MFA method. Follow the prompts to complete authentication.

5. Click **Set up**



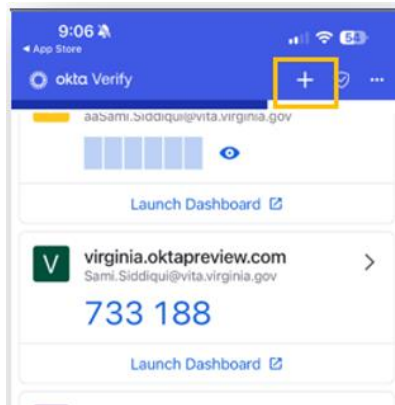
A screen with a QR code will populate for use with your smartphone's camera. Follow the steps in the next section to complete Okta Verify set-up and keep this tab open to scan later.



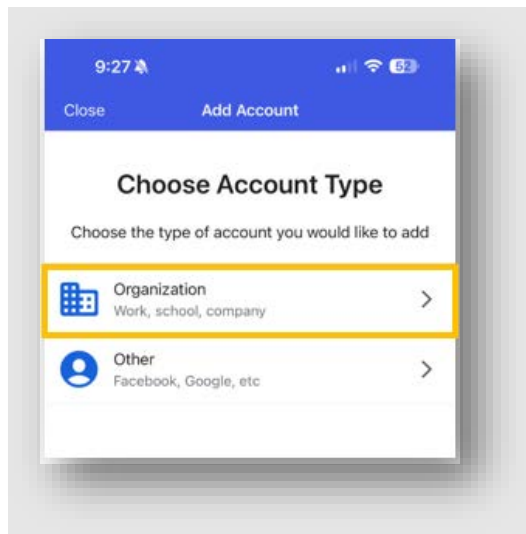
Setting up the Okta Verify smartphone application

The next steps will require a smartphone. If Okta Verify has not previously been downloaded, please do so now through your smartphone's application store.

1. If the app has been previously installed start with this step. Press the + button on the top right



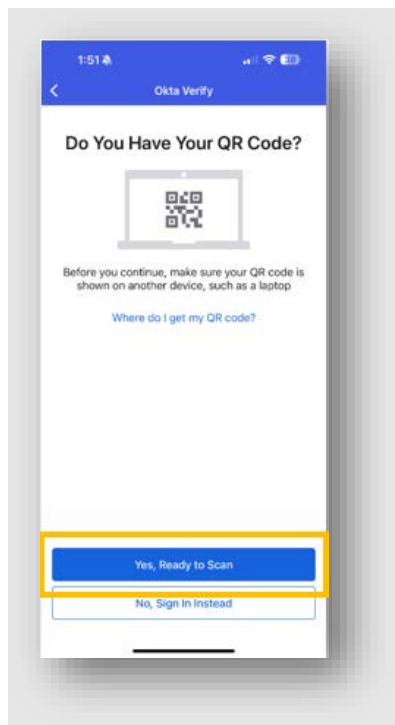
2. If the application needed to be installed, start with this step. Select **Organization** from the screen options



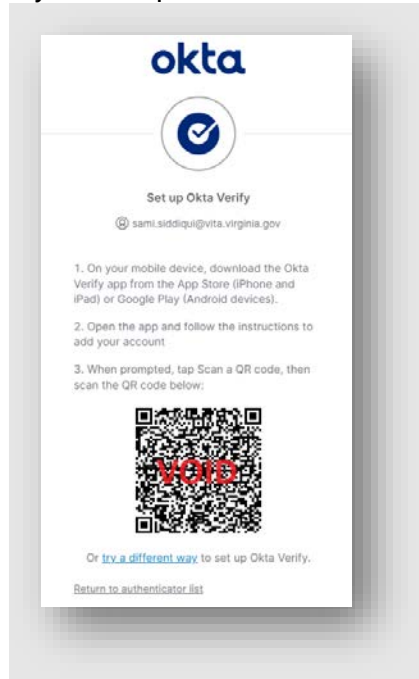
3. Press Skip



4. Press **Yes, Ready to Scan**



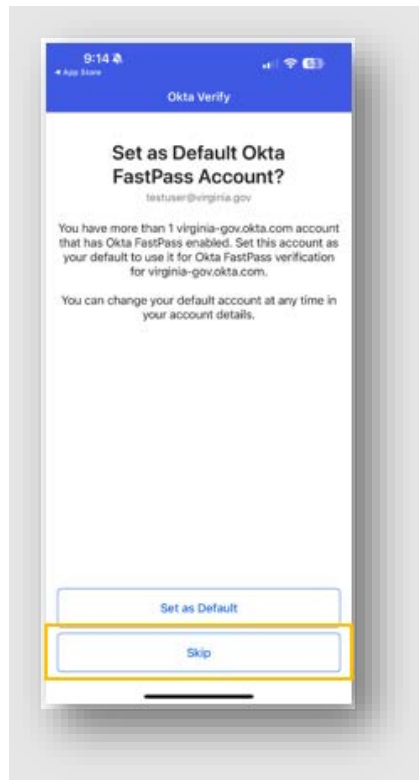
5. Scan the QR code presented on your computer screen



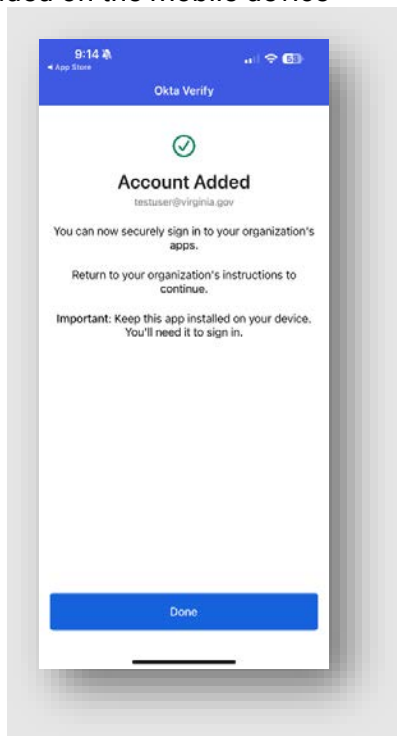
6. Enable touch or Face ID for a more secure setup



7. Press **Skip**



8. The account should now be added on the mobile device



 OCS Presents...

CSA Family Guide Video

OCS proudly offers a free video to guide families through the CSA process—you know exactly what to expect.



Scan the QR Code now!