

# FREDERICK COUNTY CPMT AGENDA

November 24, 2025

1:00 PM

107 N Kent St

Winchester, VA

1<sup>st</sup> Floor Conference Room

- I. Call to Order
- II. Adoption of Agenda
- III. Consent Agenda
  - A. Approval of October Minutes
  - B. Approval of Joint Meeting Minutes
  - C. Budget Request Forms
- IV. Executive Session
  - A. Parental Agreement Extension
- V. Agency/Member Announcements
  - A. Updates from Members
- VI. CSA Office
  - A. FAPT/CPMT Vacancy Updates
  - B. October Financial Report
  - C. SLAT- Opioid Abatement Authority
- VII. Old Business
  - A. Strategic Plan Update
  - B. CSA Trainings
  - C. Copayment Policy- Pending
- VIII. New Business
  - A. None
- IX. Informational Items
  - A. OKTA Verify Deployment Update
  - B. CSA Flyer- Family Guide
- X. Upcoming Meetings
  - CPMT- Monday, December 22, 2025, 1:00-3:00pm, 1st Floor Conference Room
  - Joint CPMT/FAPT Meeting- Tuesday, January 6, 2026, 1:30-2:30 pm, 2<sup>nd</sup> Floor Public Works/CSA 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: October 27, 2025**

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

***The following members were present:***

- Jay Tibbs, Frederick County Administration
- Deborah Thomas, Northwestern Community Services Board
- Leea Shirley, Lord Fairfax Health District
- Robert Johnson, Private Provider Representative, Grafton Integrated Health Network

***The following members were not present:***

- Dr. Tabitha Reeves, Frederick County Public Schools
- Jerry Stollings, 26<sup>th</sup> District Juvenile Court Service Unit
- Tamara Green, Frederick County Department of Social Services

***The following non-members were present:***

- Sarah Makomva, CSA Account Specialist

I. Call to Order- Leea Shirley called the meeting to order at 1:01 pm.

II. Adoption of Agenda

A. Jay Tibbs made a motion to adopt the October agenda. Robert Johnson seconded; CPMT approved.

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

A. September 22, 2025 - CPMT Minutes. Jay Tibbs made a motion to approve the September minutes. Deborah Thomas seconded; CPMT approved.

B. Budget Request Forms- Confidential Under HIPAA. Jay Tibbs made a motion to approve the Budget Request Forms. Deborah Thomas seconded; CPMT approved.

IV. Executive Session

A. Adoption to Convene to Executive Session- Jay Tibbs made a motion to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia. Robert Johnson seconded; CPMT approved.

B. Adoption of Motion to Come Out of Executive Session- Robert Johnson made a motion to come out of Closed Session and reconvene in Open Session. Jay Tibbs seconded; CPMT approved.

C. Roll Call Certification of Executive Session- 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 |
| • Leea Shirley   | Aye |
| • Deborah Thomas | Aye |

- Robert Johnson                      Aye

D.            Adoption of Motion to Approve Items Discussed in Executive Session

1. Jay Tibbs made a motion to approve funding out of local funds as discussed in Executive Session. Robert Johnson seconded; CPMT approved.

V.    Committee Member Announcements

- A.            None

VI.   CSA Office Updates

A.            CSA Committee Vacancy Updates- Leea Shirley announced there were no new updates regarding the FAPT/CPMT vacancies. The parent representative positions for CPMT and FAPT are still vacant, and no interest has been expressed at this time.

B.            New Case Manager Training Part 2- The CSA office held Part 2 of the New Case Manager Training on September 24, 2025, reviewing and detailing the proper completion of CSA forms. The sign-in sheet was provided to CPMT from the Part 2 training session.

C.            FY26 CSA Annual Risk Assessment Survey-The CSA Coordinator tallied the completed risk assessment surveys together and submitted one to OSC. OCS will use each locality's response to determine the type of audit that will occur, and the order in which it will take place.

VII. Old Business

A.            Strategic Plan Update- The CSA Coordinator emailed some FAPT/ CPMT members that were able to participate in the original meeting to have them review the Strategic Plan to make sure the important points were captured. There were few responses to the email. For the members that did respond, their schedules did not align. The CSA Coordinator will send out different date options. Once that is completed, the CSA Coordinator will bring the Strategic Plan draft to CPMT to review before it is finalized.

VIII. New Business

A.            Administrative Memo #25-12 was provided to CPMT. This memo explained upcoming changes to the login procedures for OKTA.

IX.           Informational Items

A.            Family Guide Video Flyer- OSC created a one-page flyer with a QR code link to a CSA Family Guide Video. Case managers can provide this to families to provide information about CSA. CPMT was provided a copy of this flyer.

XI.          Upcoming CPMT Meetings

- Monday, November 24, 2025, 1:00-3:00, 1<sup>st</sup> Floor Conference Room

XII.        Adjourn

A.            Jay Tibbs made a motion to adjourn the meeting at 1:13 pm. Robert Johnson seconded; CPMT approved.

Minutes Completed By: Sarah Makomva

## **Frederick County CSA**

### **Joint FAPT/CPMT Meeting Minutes**

**Date:** October 28, 2025

**Time:** 1:00pm-1:30pm

**Location:** County Admin Building

Public Works/Inspections/CSA Conference Rm (FAPT Room)

2<sup>nd</sup> Floor

**Duration:** 30 minutes

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## **1. Welcome & Purpose**

- Attendees:

Jay Tibbs, Deputy County Admin, CPMT  
Leea Shirley, VDH, CPMT Chair  
Katherine Webster, UR/CQI Specialist, CSA Office  
Sean Hilleary, Private Provider, FAPT  
Lauren Smith, NWCSB, FAPT  
Robert Johnson, Private Provider, CPMT  
Kylan Coffman, FCPS, FAPT  
Melanie Trabosh, DSS, FAPT Chair  
Tamara Green, DSS, CPMT  
Jerry Stolling, JCSU, CPMT  
Sarah Makomva, Account Specialist, CSA Office  
Ashleigh Marsten, JCSU, FAPT

- Purpose of joint meeting: CPMT Chair hosted the quarterly scheduled meeting to check in with FAPT team and follow up from previous meeting.

## **2. FAPT Structure, Professionalism & Engaging Families**

Melanie Trabosh reported that FAPT meetings have improved. FAPT is engaging families, explaining services to families in detail, explaining why computers are open during meetings, and everyone is participating. Current barriers are lack of services in the community. Time restraints are an issue as well due to the rise in high acuity cases. 30 minute time slots are not always sufficient.

## **3. Discussion & Feedback**

- Tamara Green inquired about giving vendor feedback regarding progress notes.
- Vendor concern: Redefine - regarding hours being billed for evaluations that are sometimes double the price of other vendors. The CSA Coordinator is following up with vendor about this concern.

- Tamara Green asked FAPT team to be creative with services regarding transportation. SNAP benefits will be paid out weekly for November from VA general funds. Transportation to the grocery store weekly could be a challenge for families. This barrier could make it difficult for families to maintain children in the home.

#### **4. Next Steps & Reminders**

- Next joint meeting: January 6, 2026, 1:30-2:00. Leea Shirley requested meeting be changed to 30 minutes instead of one hour.

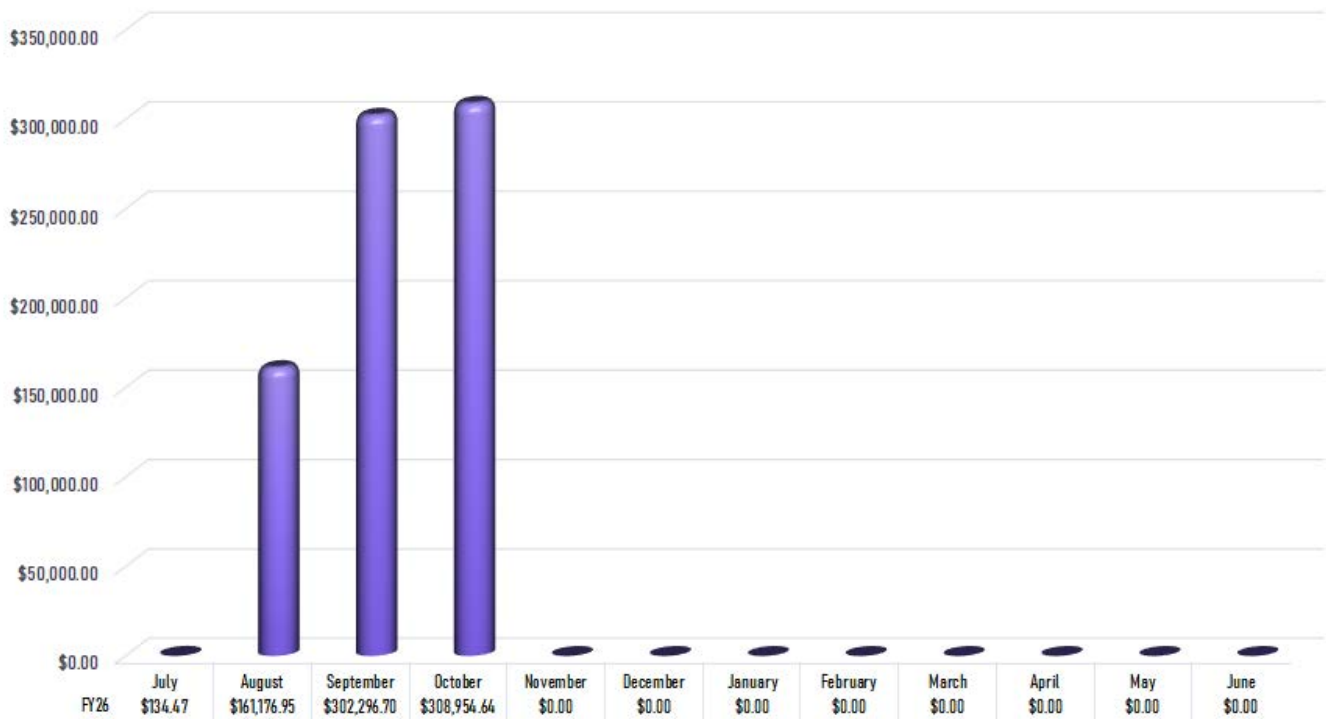


# Frederick County CSA Financial Report

FY26  
October

Monthly Net Expenditures

YTD-\$772,562.76

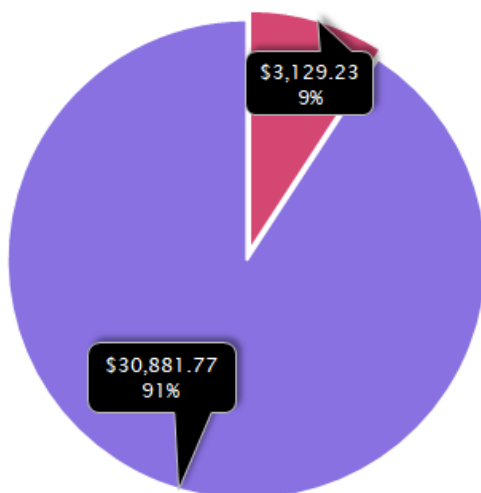


Encumbered- \$2,960.00

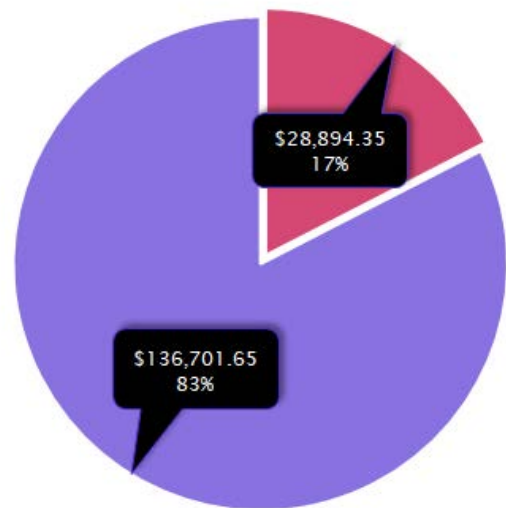
Encumbered- \$37,054.00

State Match Only  
Protected Funds

SpEd Wrap

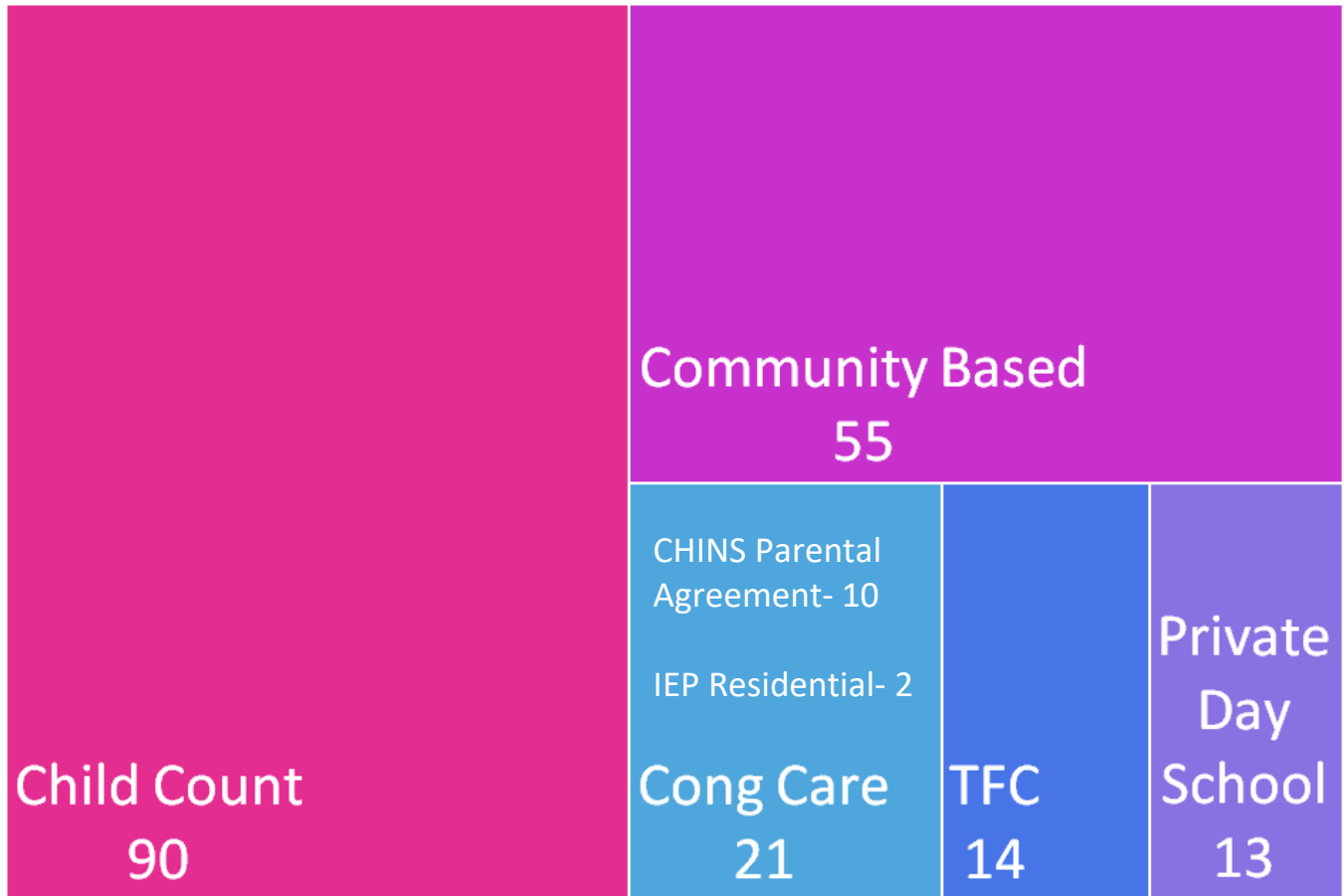


■ Used ■ Remaining



■ Used ■ Remaining

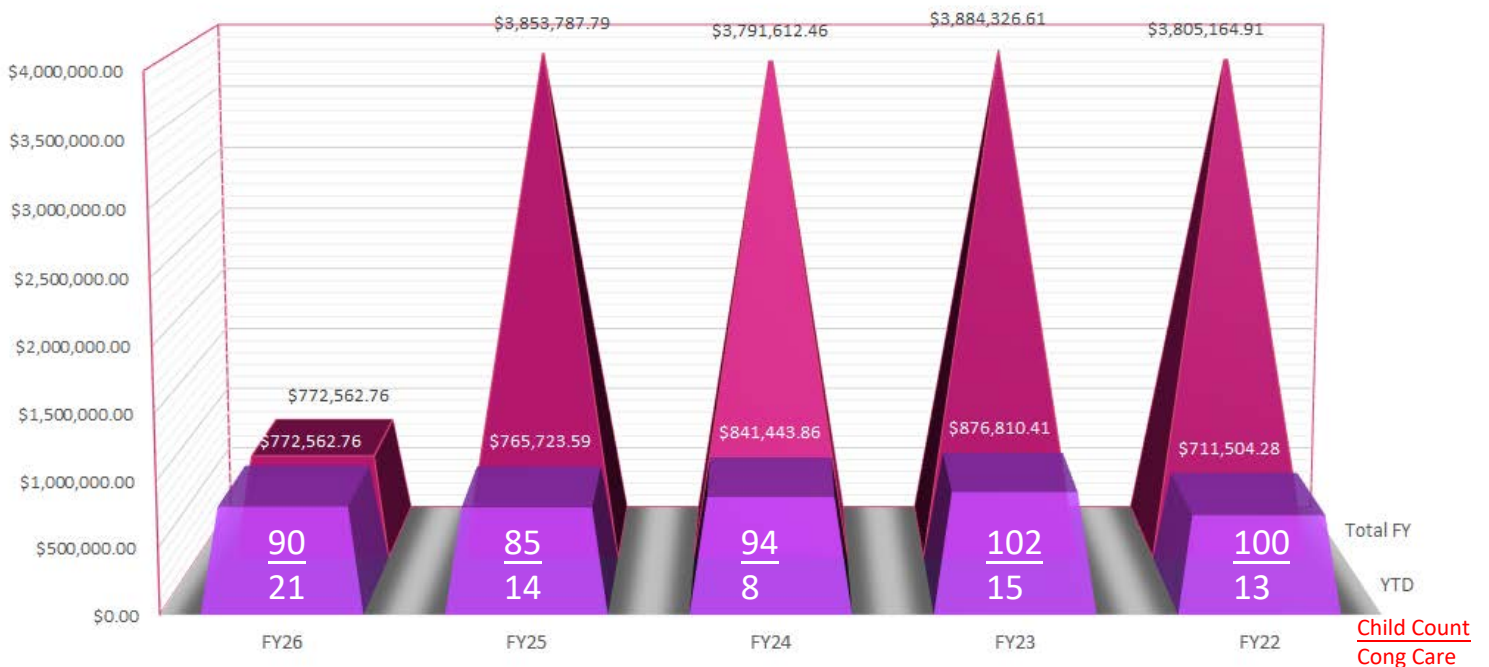
## Service Placement Type



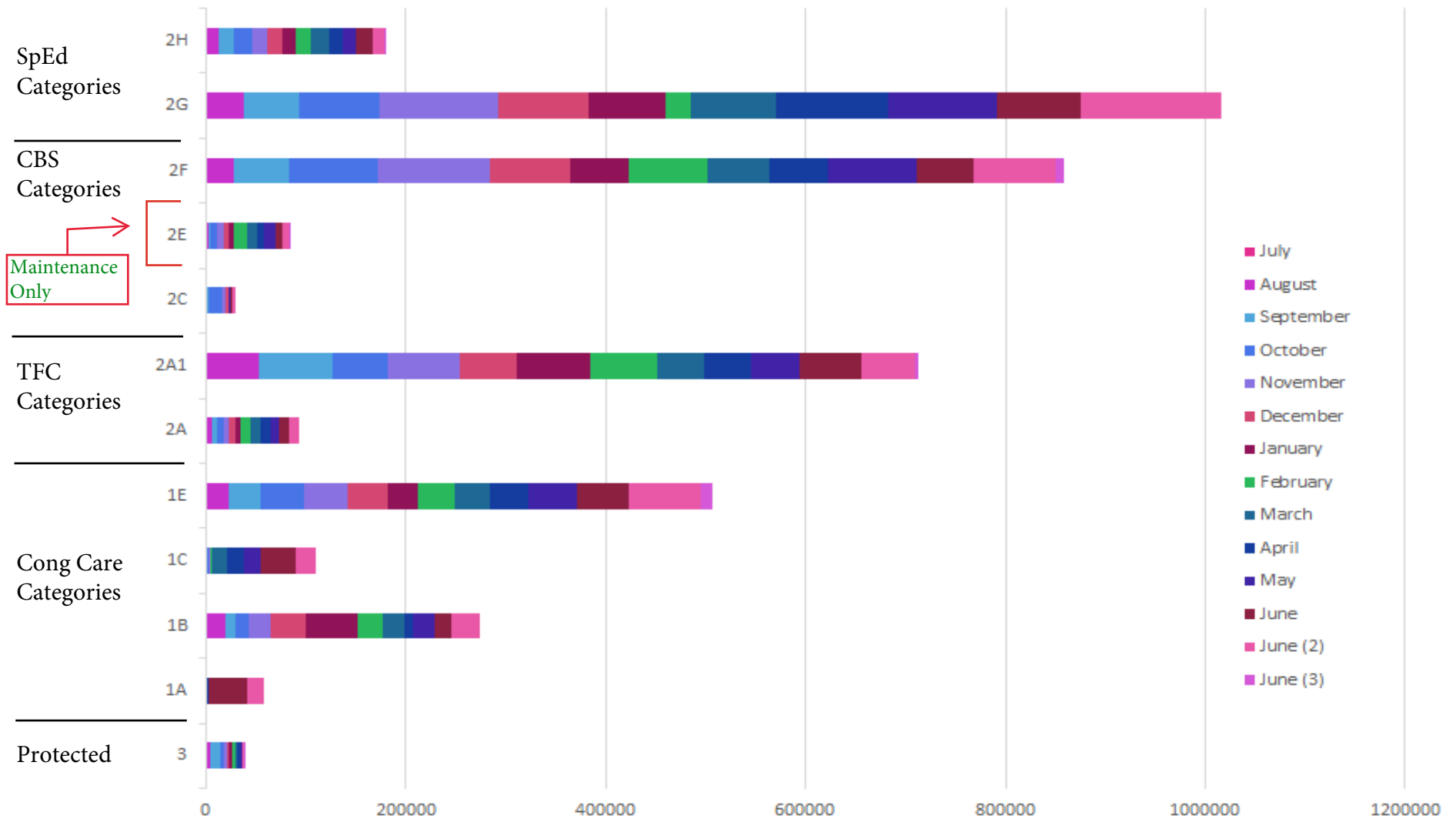
Unduplicated: Child Count, Congregate Care, Therapeutic Foster Care, Community Based Services

\*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 and Enhanced 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

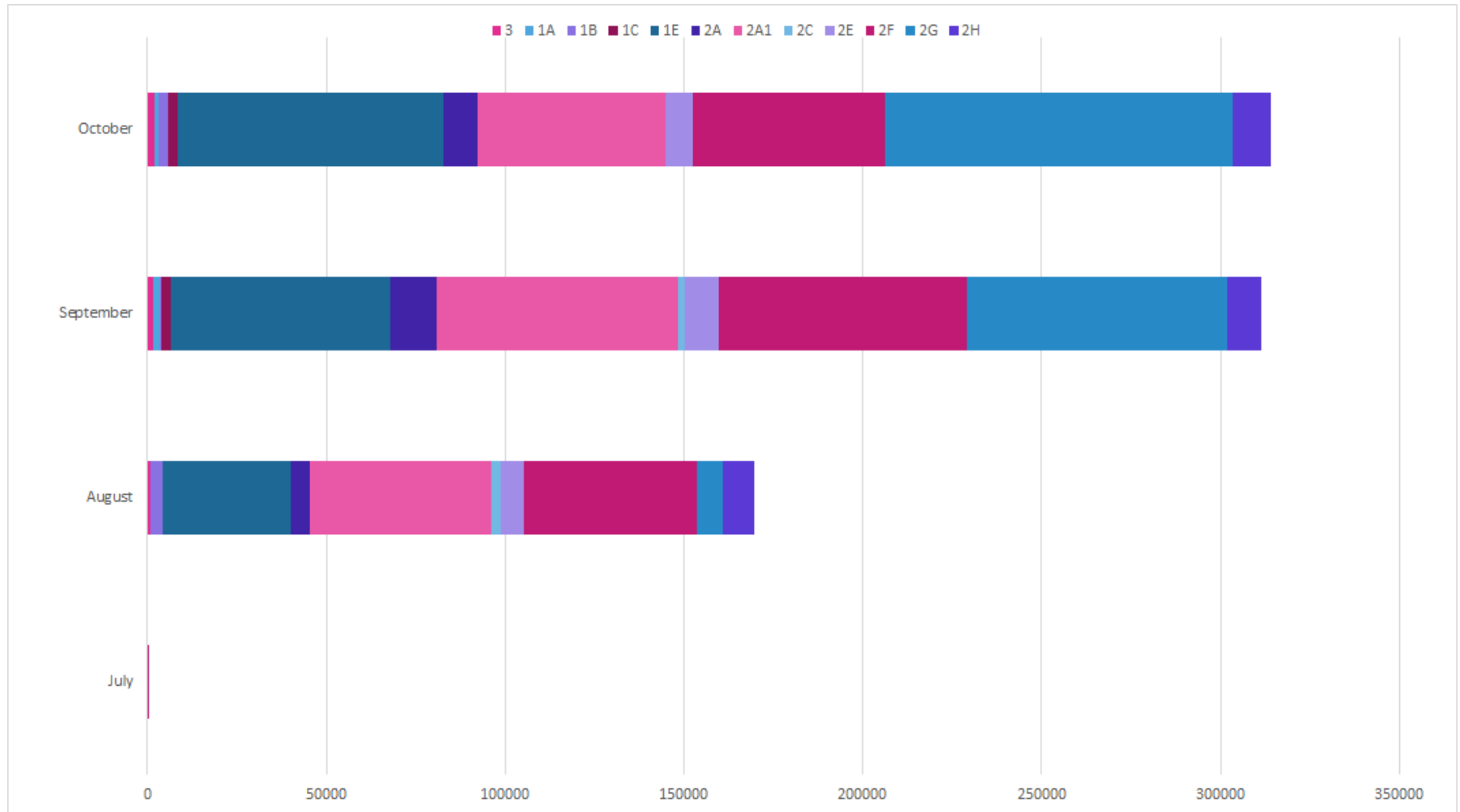
2H- Special Education Wrap Around Services

3- Protected Funds

\*NonMandated



## Primary Mandate Type Expenditures by Month



# Deploying Okta Verify Desktop Client for Windows

Pre-Requisites .....	1
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Add Okta Verify on Mobile Device. ....	15

## Pre-Requisites

### Whitelisting

1. The following URLs need to be whitelisted and configured on SSL Inspection bypass:  
<https://virginia.oktapreview.com> AND <https://virginia.okta.com>
2. Add the following email address to whitelist on exchange server or email provider/spam filters:  
**noreply@okta.com**

### Download Okta Verify Client for Windows

1. Open your browser and navigate to  
[https://virginia.okta.com/api/v1/artifacts/WINDOWS\\_OKTA\\_VERIFY/download?releaseChannel=GA&packageType=EXE](https://virginia.okta.com/api/v1/artifacts/WINDOWS_OKTA_VERIFY/download?releaseChannel=GA&packageType=EXE) and download install file
2. Rename file to “OktaVerifySetup.exe” and save file to your designated folder of choice

### Permissions

1. Some steps such as installing the client software will require administrative permissions

## Deploying Okta Verify Windows Desktop Client via Command Prompt

Note: Choose any of the options below for installation, however if your device is not configured to use Windows Hello, then you must use one of the Okta Verify Passcode options (option 1 or 2)

1. Open a Command Prompt w/administrator permissions
  - a. Search “cmd.exe” and select run as administrator option
  - b. Enter credentials if prompted
2. Navigate to the location where OktaVerifySetup.exe setup file is stored.
  - a. **Note:** File Name changed the name of the install file to OktaVerifySetup.exe
3. **OPTION 1, Okta Verify Passcode:**

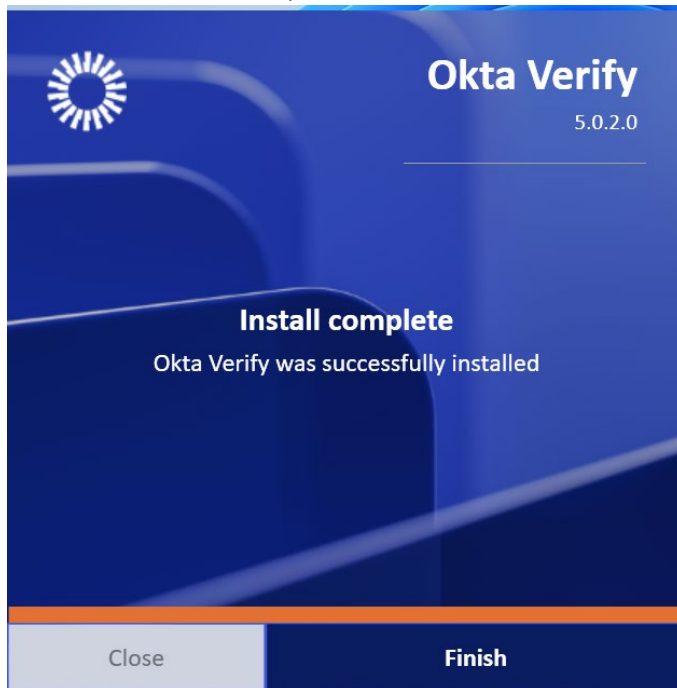
## Deploying Okta Verify Windows Desktop Client

- a. For the Okta Production Environment type in the following command and press “enter”:  
**“oktaverifysetup.exe UserVerificationType=OktaVerifyPasscode”**
4. **OPTION 2 Okta Verify Passcode w/URL pre-populated:**
  - a. For the Okta Production Environment type in the following command and press “Enter”:  
**“oktaverifysetup.exe OrgUrl=https://virginia.okta.com  
UserVerificationType=OktaVerifyPasscode”**
  - b. For the Okta Preview Environment type in the following command and press “Enter”:  
**“oktaverifysetup.exe OrgUrl=https://virginia.oktapreview.com  
UserVerificationType=OktaVerifyPasscode”**
5. **OPTION 3 Windows Hello:**
  - a. **Note:** The default install will utilize Window Hello by default
  - b. For the Okta Production Environment type in the following command and press “Enter”:  
**“oktaverifysetup.exe OrgUrl=https://virginia.okta.com UserVerificationType=WindowsHello”**
  - c. For the Okta Preview Environment type in the following command and press “Enter”:  
**“oktaverifysetup.exe OrgUrl=https://virginia.oktapreview.com  
UserVerificationType=WindowsHello”**
6. Check the **License terms and conditions agreement** and click **Install**



## Deploying Okta Verify Windows Desktop Client

7. After installation is complete click **Finish**



## Enrolling with Okta Verify / Okta FastPass

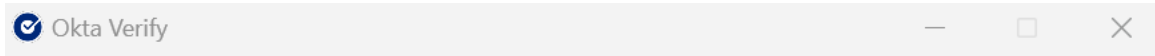
Note: If you will be enrolling in multiple device types, we recommend you enroll your desktop before enrolling your mobile device.

1. Navigate to VVAAS, **Okta, or another application that would trigger the FastPass enrollment.** via web browser **OR** open the Okta Verify application on your desktop.



## Deploying Okta Verify Windows Desktop Client

2. Click **Get started**



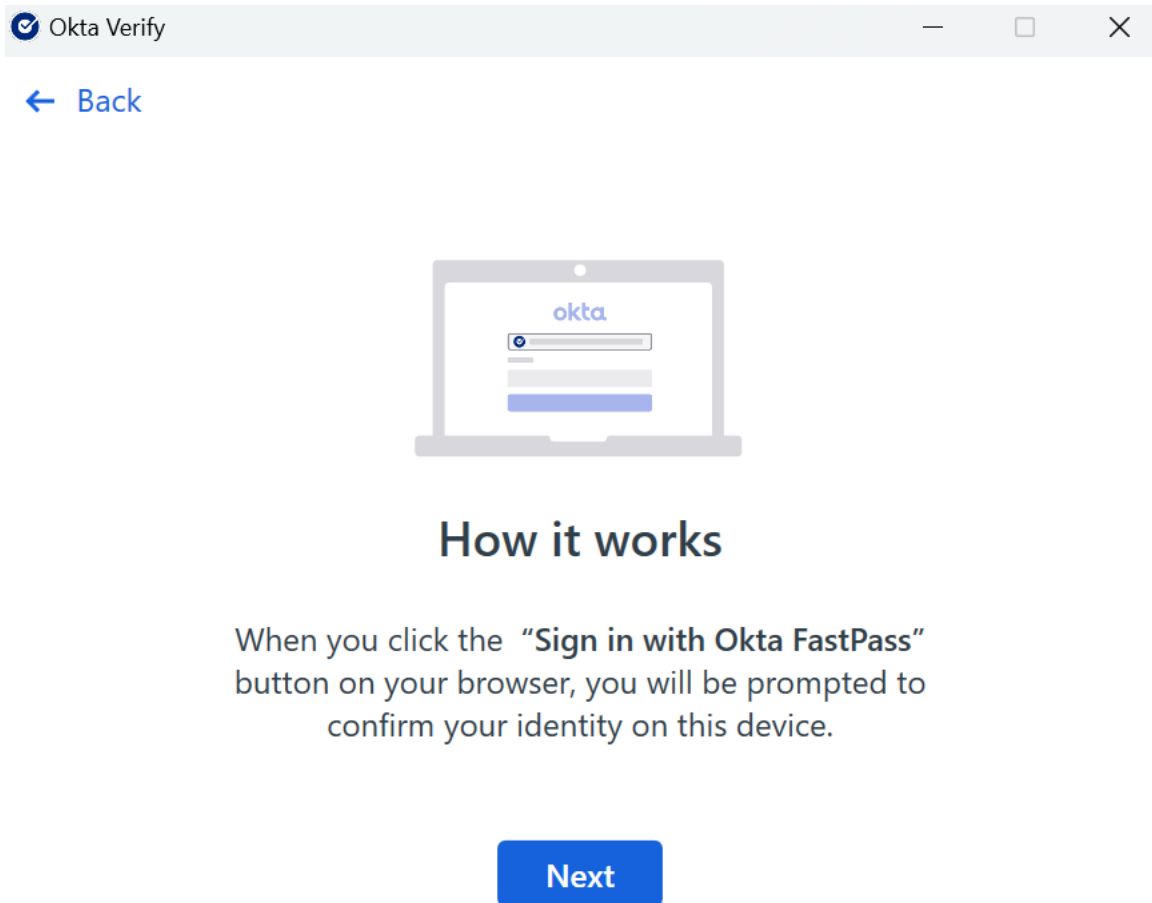
# Welcome to Okta Verify

Securely sign in to your organization's apps

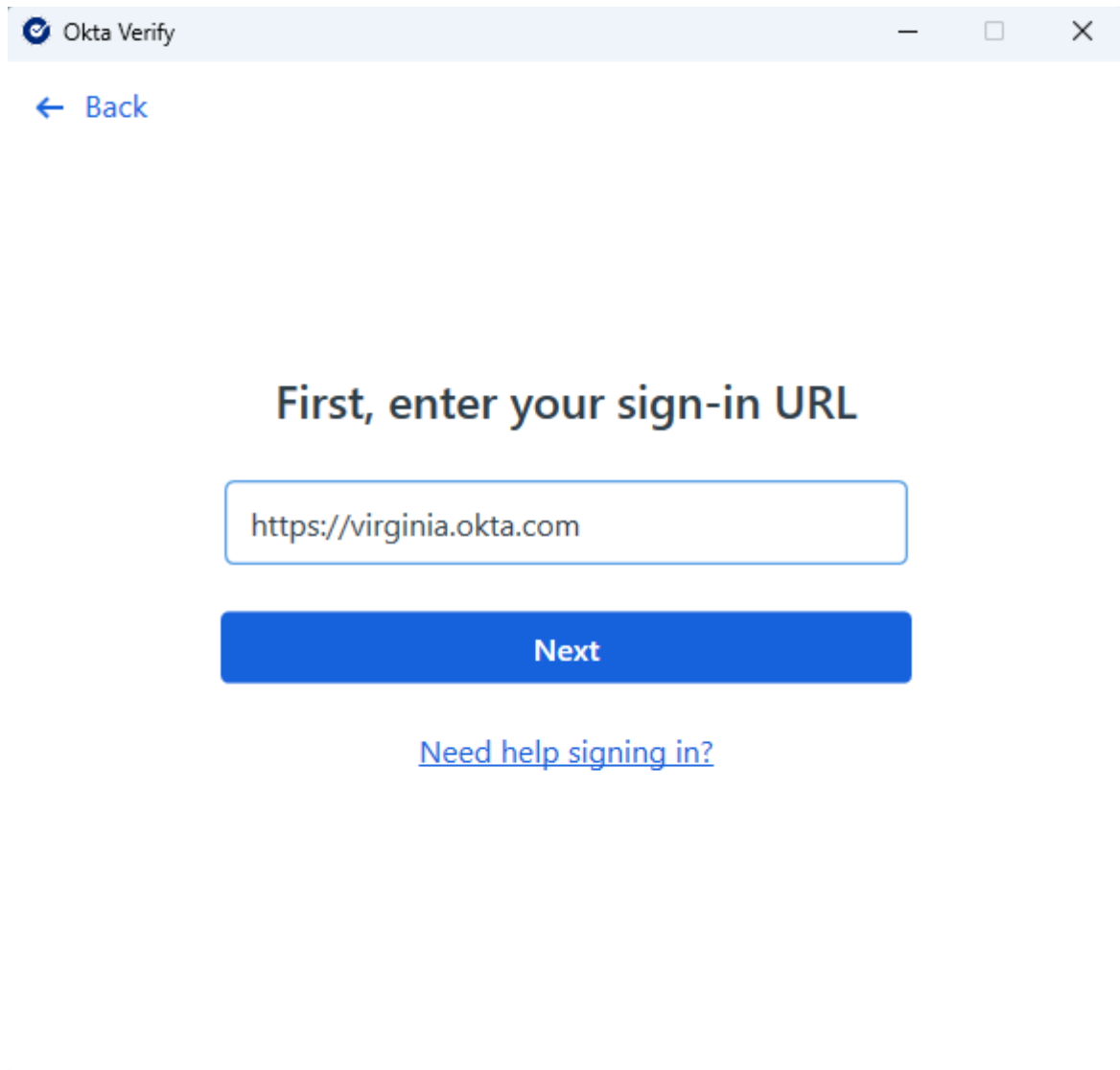
**Get started**

## Deploying Okta Verify Windows Desktop Client

3. Click **Next**



4. The sign-in URL should already be populated however if not type in:
  - a. For Production Environment: <https://virginia.okta.com>
  - b. For Test Environment: <https://virginia.oktapreview.com>




The screenshot shows the Okta Verify application window. The title bar at the top reads "Okta Verify" with standard window controls (minimize, maximize, close) on the right. Inside the window, there is a blue "Back" link with a left-pointing arrow. Below this, the text "First, enter your sign-in URL" is displayed in a large, bold font. Underneath the text is a text input field containing the URL "https://virginia.okta.com". Below the input field is a prominent blue button labeled "Next". At the bottom of the screen, there is a blue hyperlink that reads "Need help signing in?".


Note: The production, the URL is "<https://virginia.okta.com>"

## Deploying Okta Verify Windows Desktop Client

5. Your browser will open login window, type in your **Username (email address)** and click **Next**.


Connecting to 

Sign in with your account to access Okta Authenticator



Sign In

Username

 This field cannot be left blank


☐ Keep me signed in

Next



[Help](#)




6. Type in your **Password** or your Okta account and click **Verify**

Connecting to 


Sign in with your account to access Okta Authenticator



Verify with your password

 siddiquifnl@gmail.com

Password




Verify


[Forgot password?](#)

7. Okta Verify client will then prompt you to create a passcode.
8. Create a passcode that meets the complexity requirements. example *at least 14 characters with letters, numbers, and special characters*. **Users MUST remember their passcode.**
9. Note: if you get a prompt for Windows Hello Biometrics and wish to use the Okta passcode option, then please follow the steps in the troubleshooting section.


10.

 Okta Verify

[← Back](#)



## Create a passcode

 siddiquifnl@gmail.com

Protect your account by confirming a passcode when you sign in using  
Okta Verify

Your organization requires passcode confirmation

[Next](#)


## Deploying Okta Verify Windows Desktop Client

11. If the passcode meets the complexity requirements you will see a Passcode confirmation enabled message. You may now login to applications using Okta Verify for Desktop



### Account added

 siddiquifnl@gmail.com

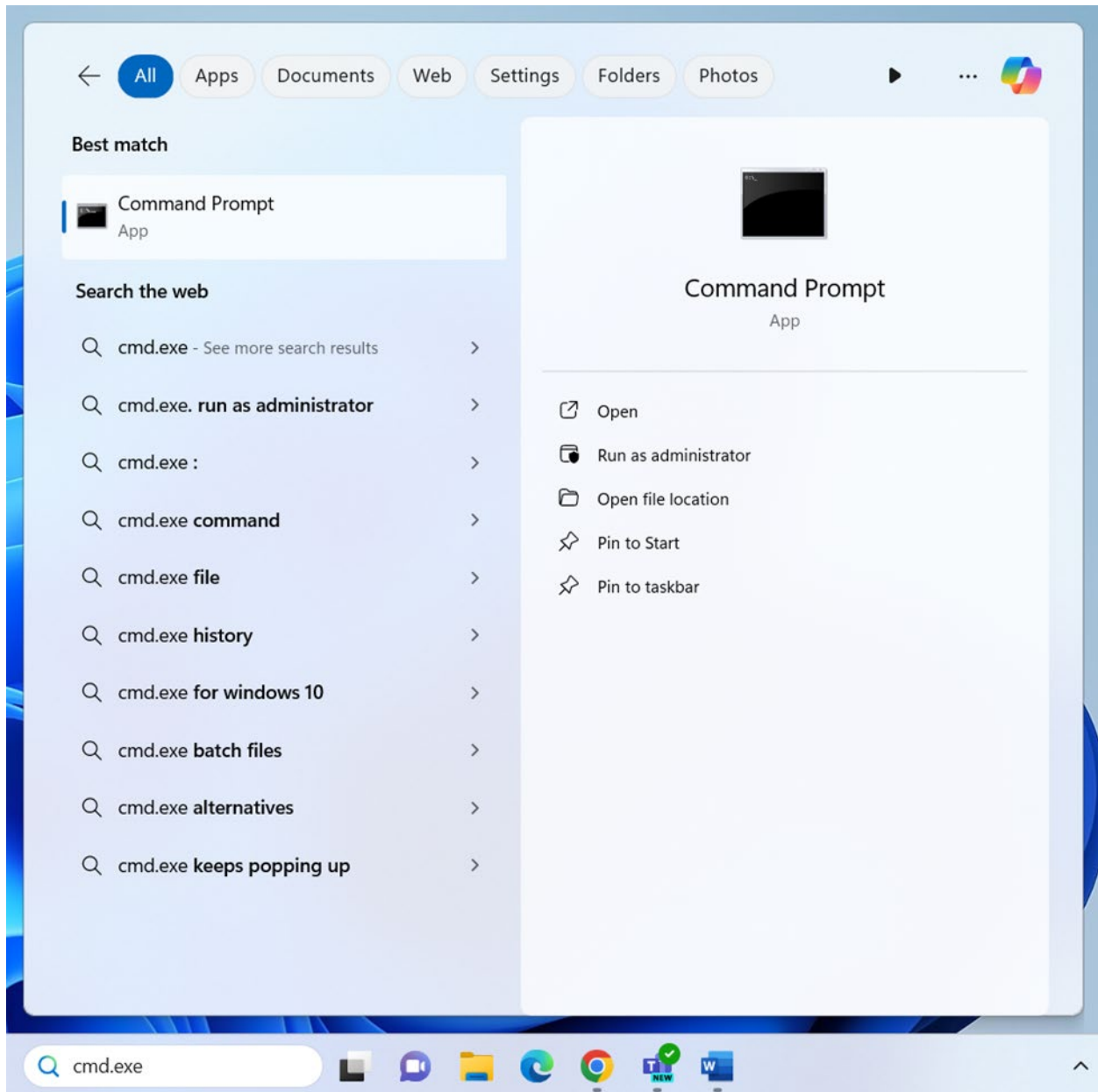
 Passcode confirmation enabled

**Important:** Keep Okta Verify installed on this device. You'll need it to verify your identity to access your organization's apps.

## Troubleshooting: Enrolling with Okta Verify / Okta FastPass on Windows

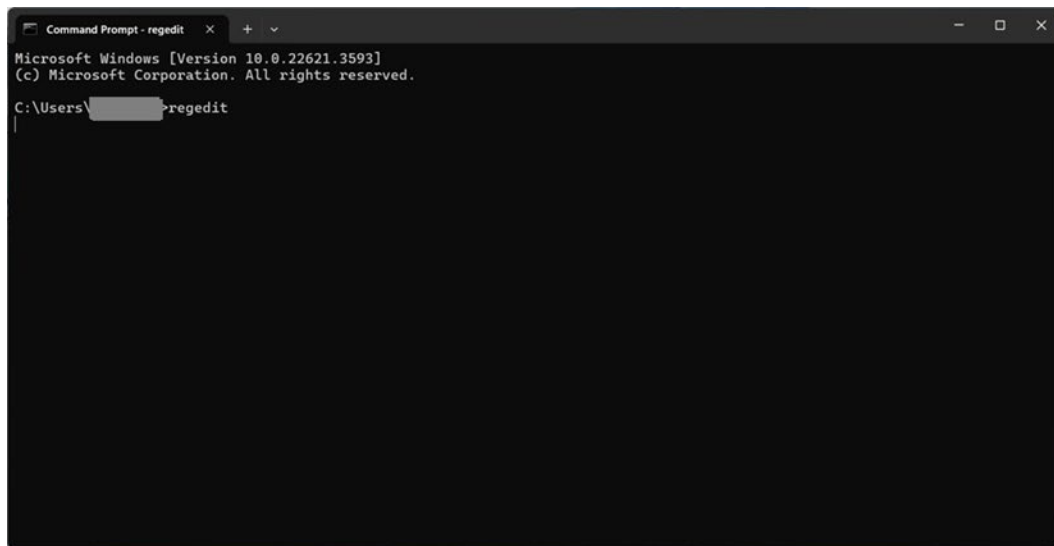
If you are getting a Window Hello prompt to enter biometrics and or a pin, but are expecting to enter an Okta Passcode then please follow the following steps below:

1. In your windows search bar, enter “cmd.exe” and hit the enter key or select “Open”



2. Once the command prompt opens, type “regedit” and press the enter key.

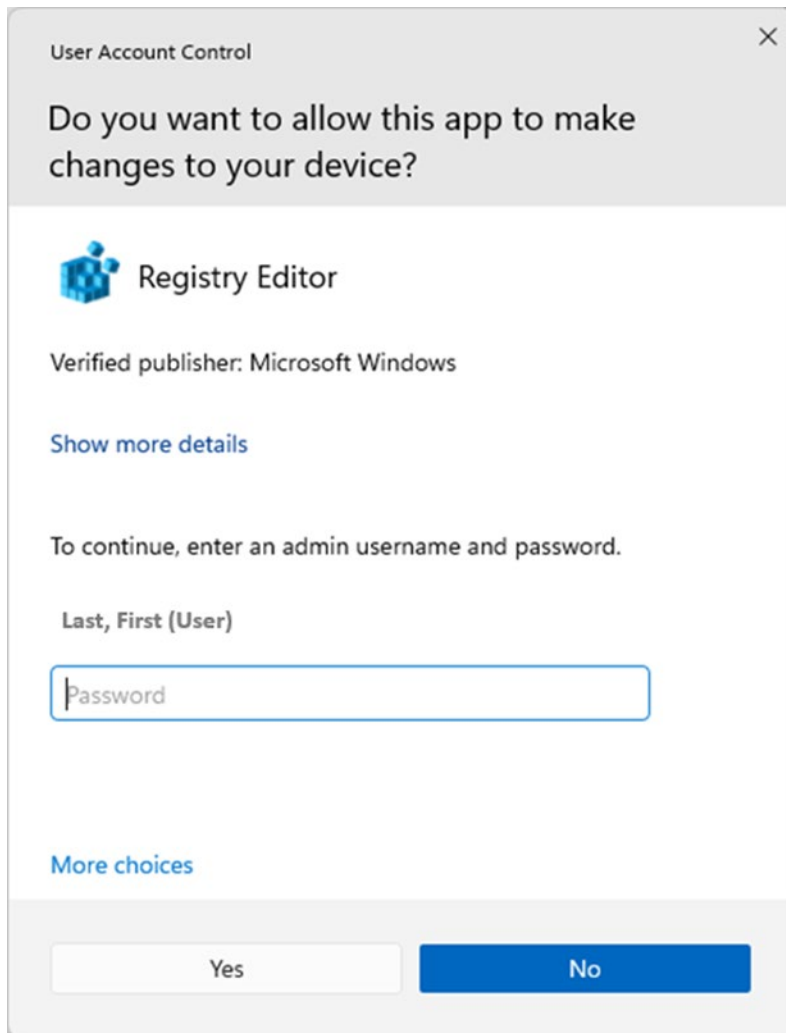
## Deploying Okta Verify Windows Desktop Client



3. If you have UAC enabled on your windows device, you will be prompted for credentials.

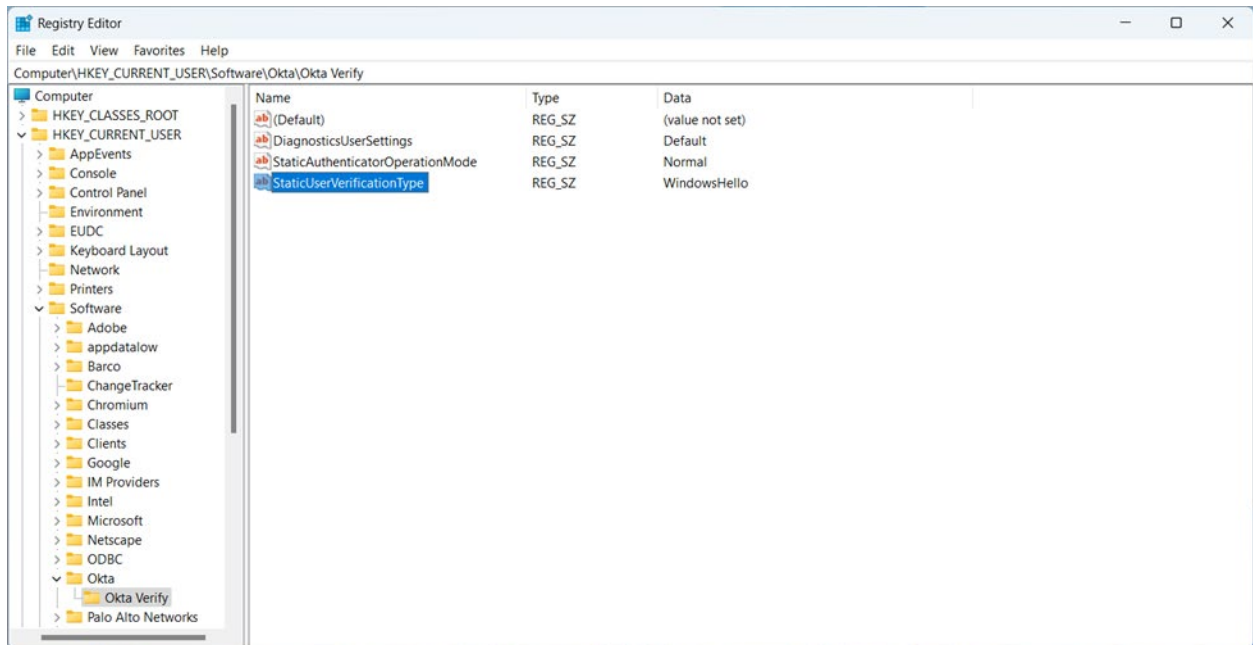
Note: Depending on your organization, you may not need admin permissions to access the registry, and only need to enter your password.

## Deploying Okta Verify Windows Desktop Client

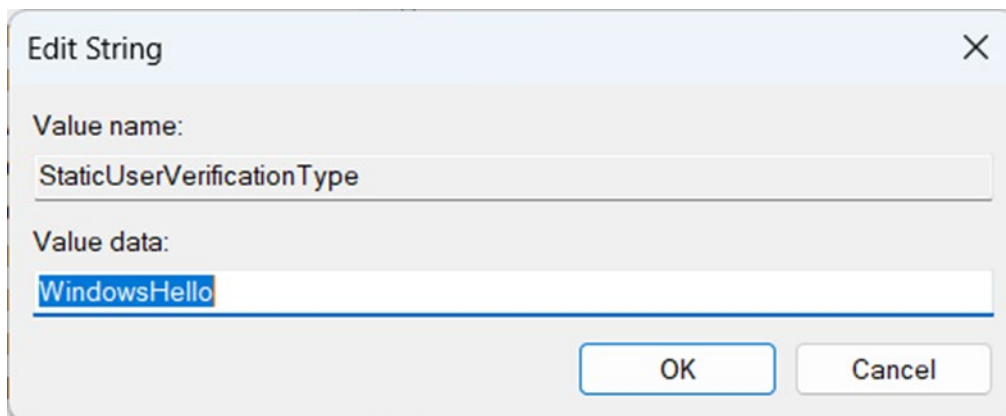


4. Once the Registry Editor opens navigate to  
"Computer\HKEY\_CURRENT\_USER\Software\Okta\Okta Verify"

## Deploying Okta Verify Windows Desktop Client

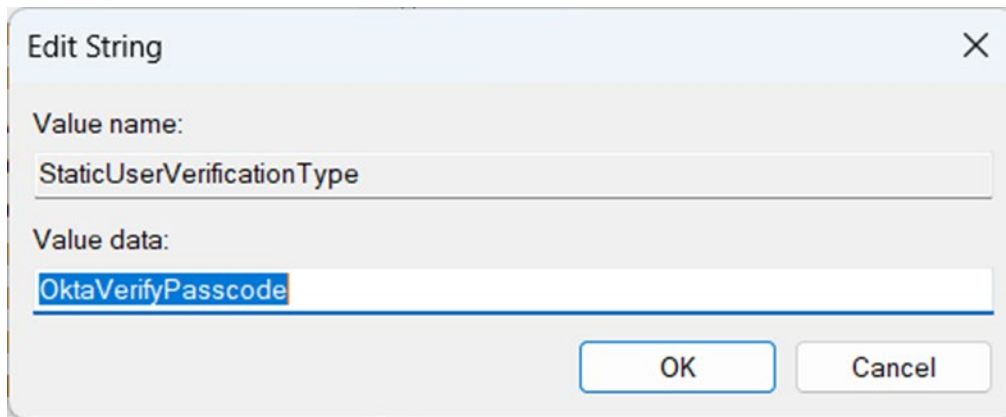


5. If “StaticUserVerificationType” is set to “WindowsHello”, then you will need to update the value to “OktaVerifyPasscode”
6. Right click on “staticUserVerificationType” and select modify

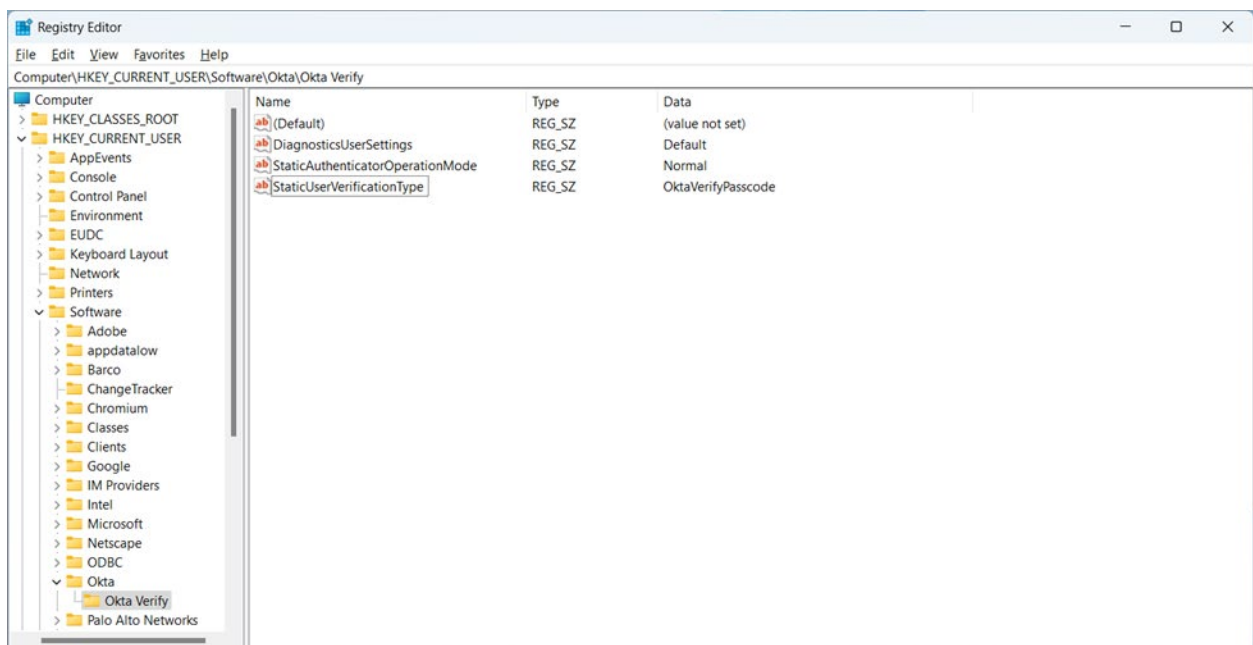


7. Overwrite the Value data “WindowsHello” with “OktaVerifyPasscode”

## Deploying Okta Verify Windows Desktop Client



8. Select “OK”, the value should be updated and look like this:



9. After the registry data value has been updated, you will need to close out the registry editor and reboot before the updated settings take effect.

10. After rebooting follow the “**Enrolling with Okta Verify / Okta FastPass**” steps.

## Add Okta Verify on Mobile Device.

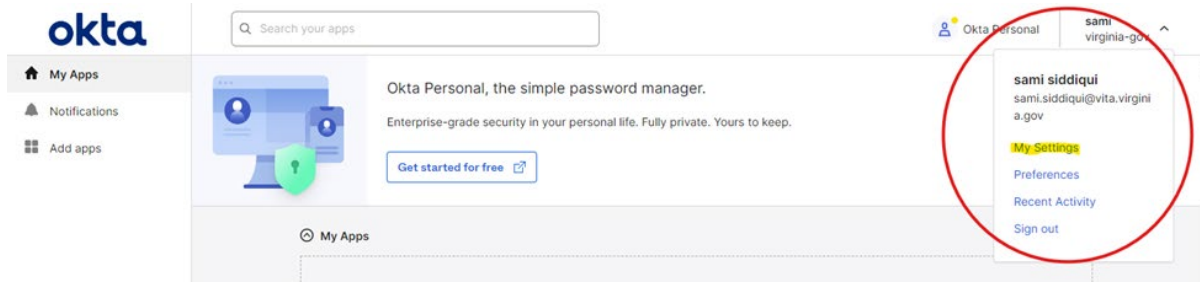
After enrolling your Desktop client you can enroll your mobile device

1. Login to the Okta Dashbord:
  - a. Production: [virginia.okta.com](https://virginia.okta.com)
  - b. Test: [virginia.oktapreview.com](https://virginia.oktapreview.com)

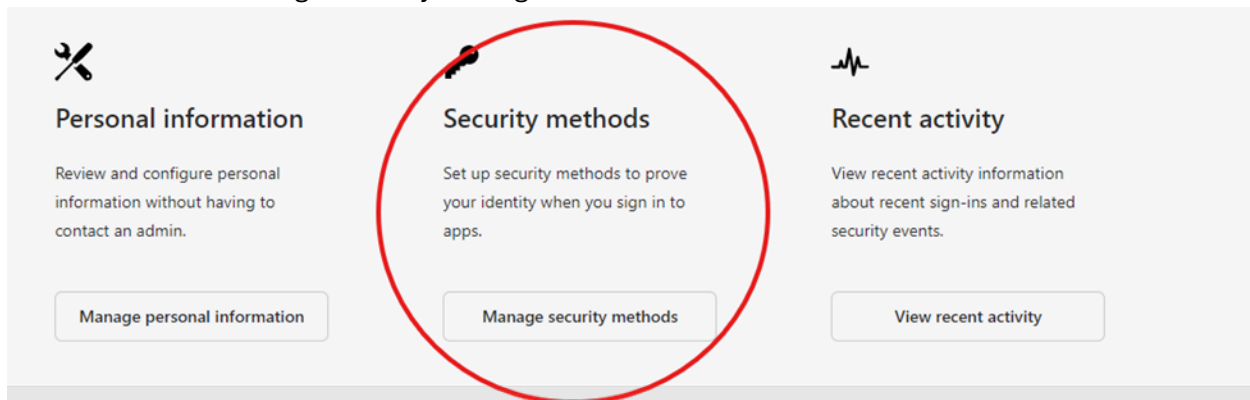


## Deploying Okta Verify Windows Desktop Client

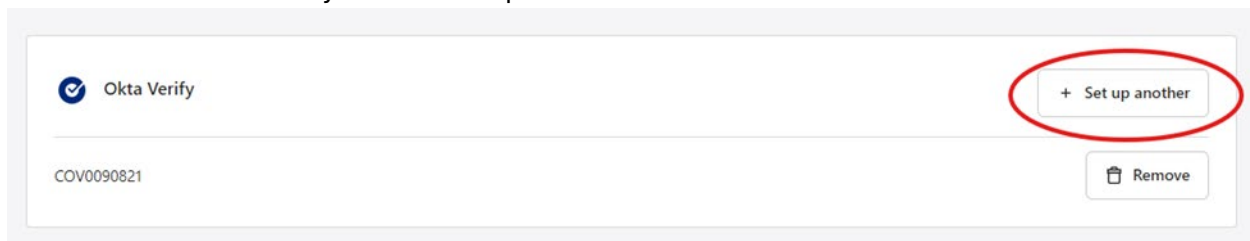
2. Click the drop-down menu on the top right next to your account name, and click “My Settings”



3. Click on “Manage Security Settings”

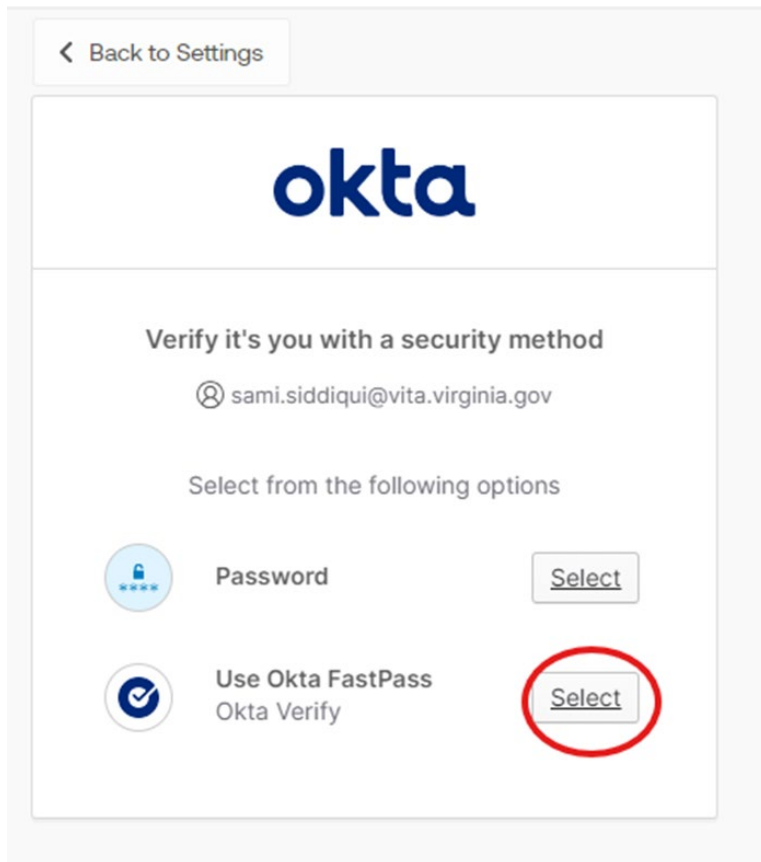


4. Next to Okta Verify click “+ Set up another”

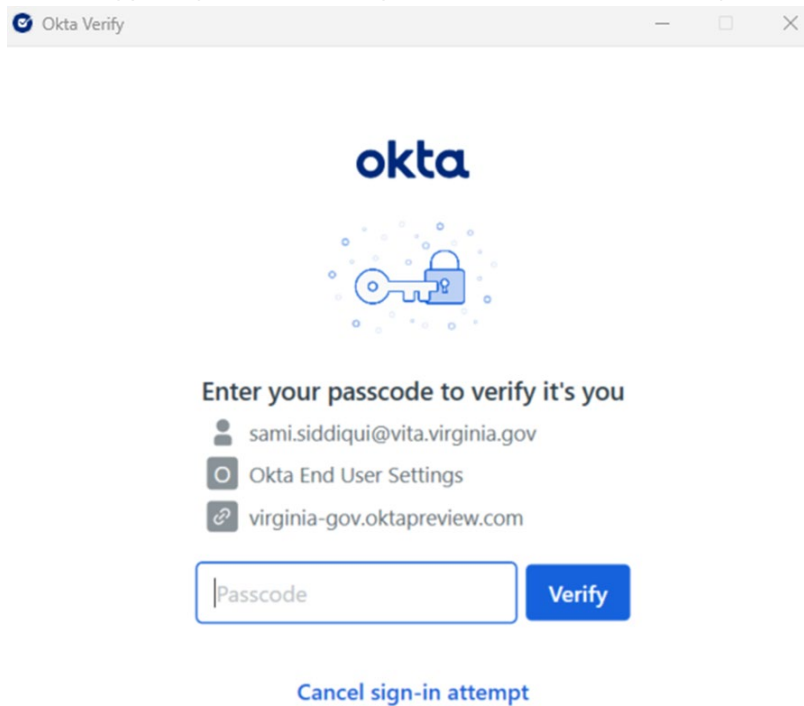


5. Click Select next to “Use Okta FastPass”

## Deploying Okta Verify Windows Desktop Client

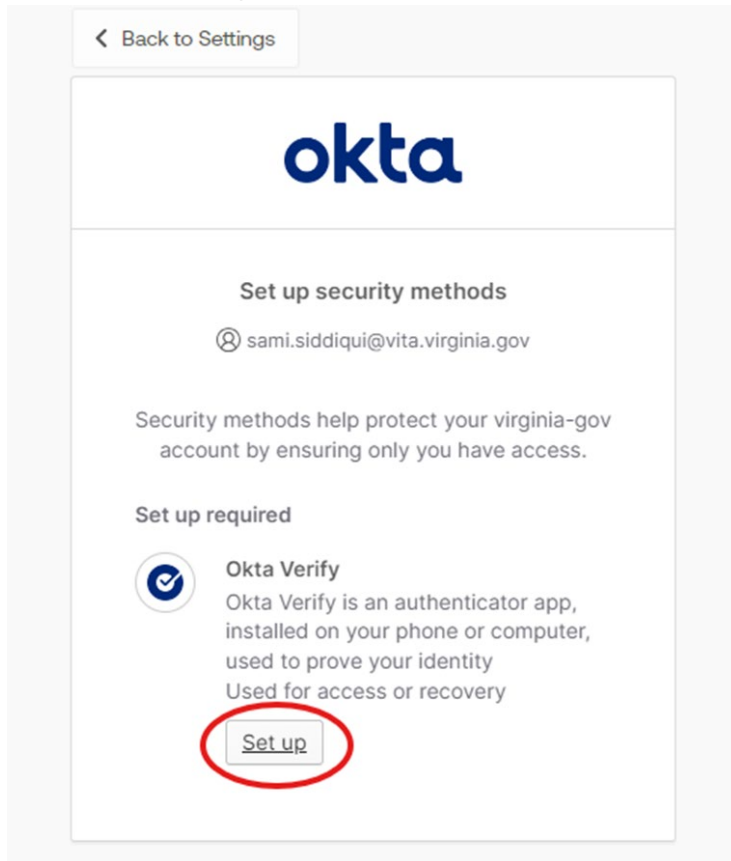


6. Type in your Okta Verify Passcode and click "Verify"

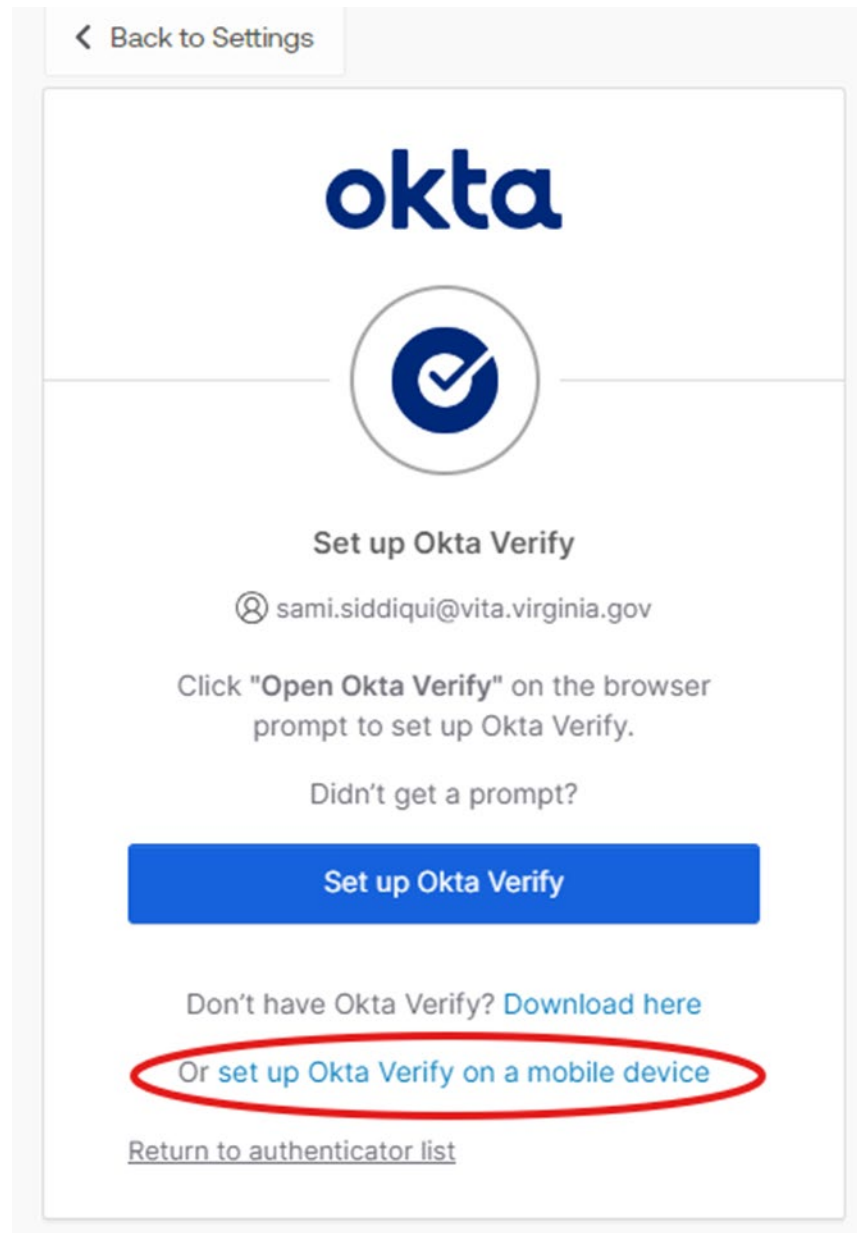


## Deploying Okta Verify Windows Desktop Client

### 7. Click Set up

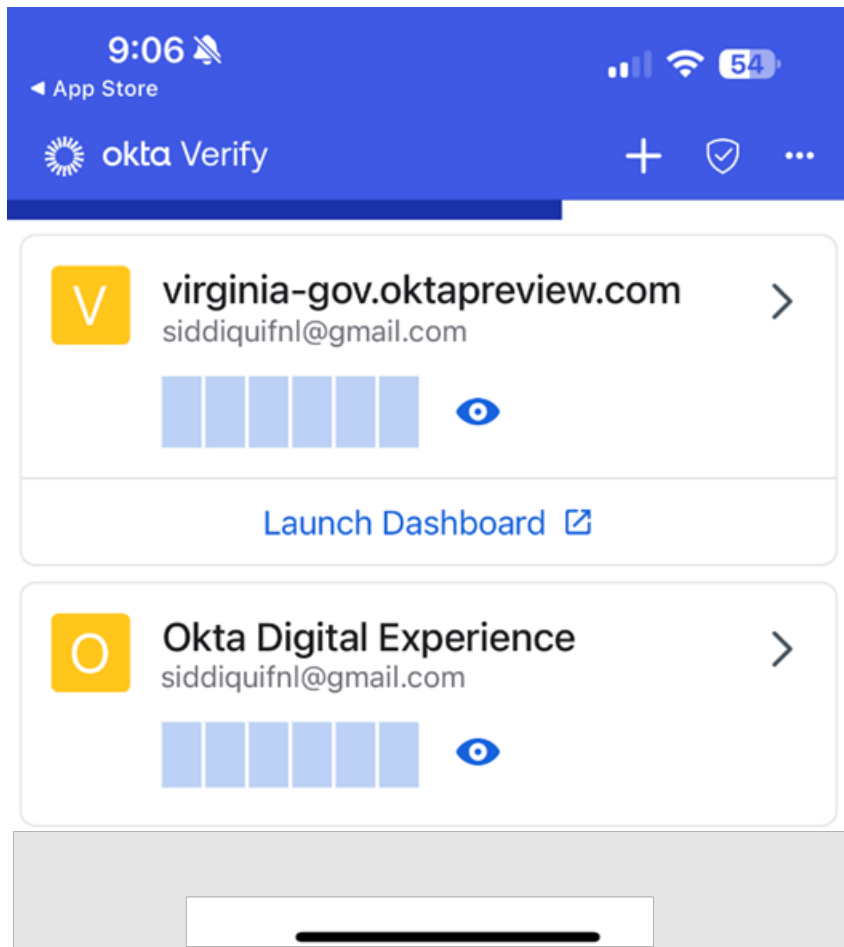


### 8. Click "set up Okta Verify on a mobile device"

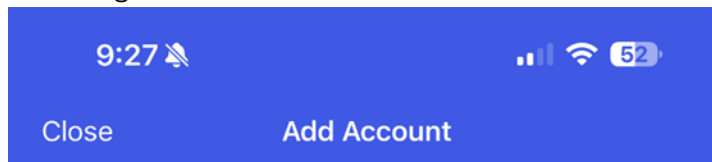


9. Open the Okta Verify app and press the “+” button on the top right.

## Deploying Okta Verify Windows Desktop Client

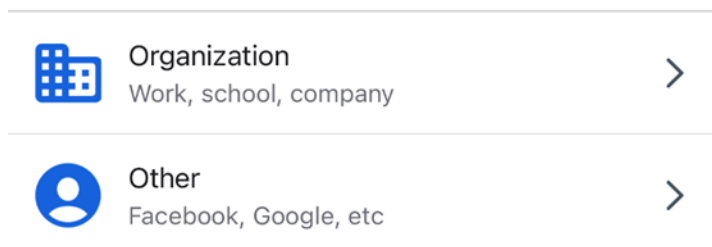


10. Press Organization



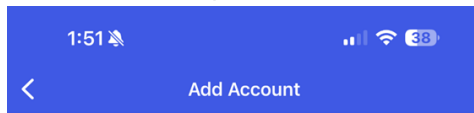
## Choose Account Type

Choose the type of account you would like to add



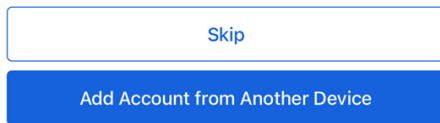
## Deploying Okta Verify Windows Desktop Client

### 11. Press Skip



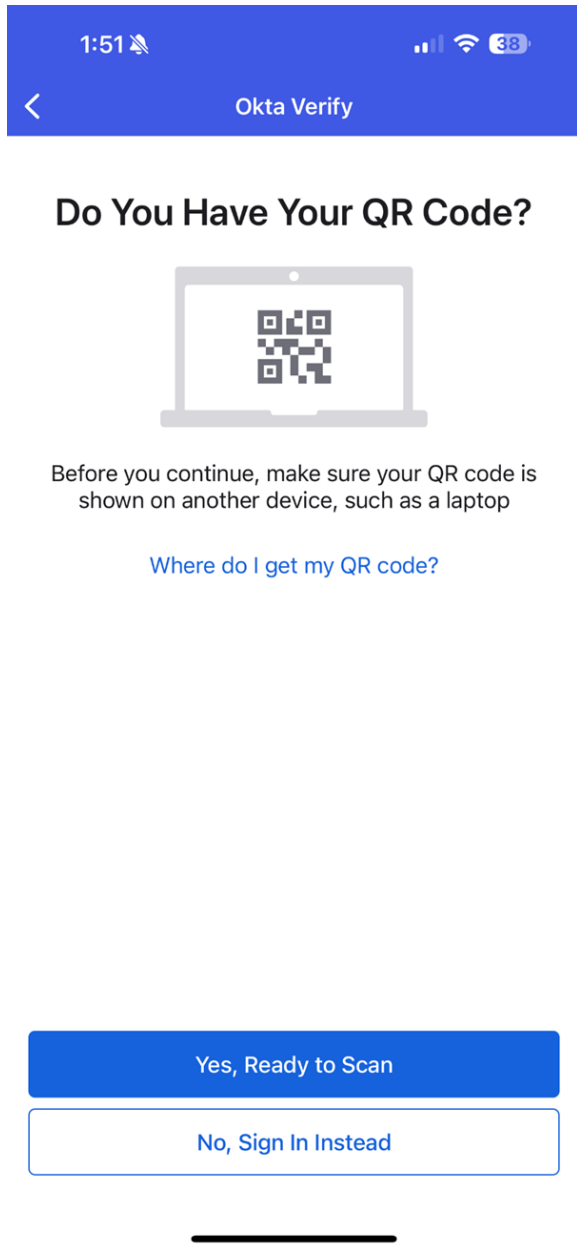
#### **Add Account from Another Device?**

If you have an Okta Verify account on another device, you can add it to this device.



### 12. Press “Yes, Ready to Scan”

## Deploying Okta Verify Windows Desktop Client



13. Scan the QR Code presented on your computer screen.



### Set up Okta Verify

👤 sami.siddiqui@vita.virginia.gov

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).
2. Open the app and follow the instructions to add your account
3. When prompted, tap Scan a QR code, then scan the QR code below:



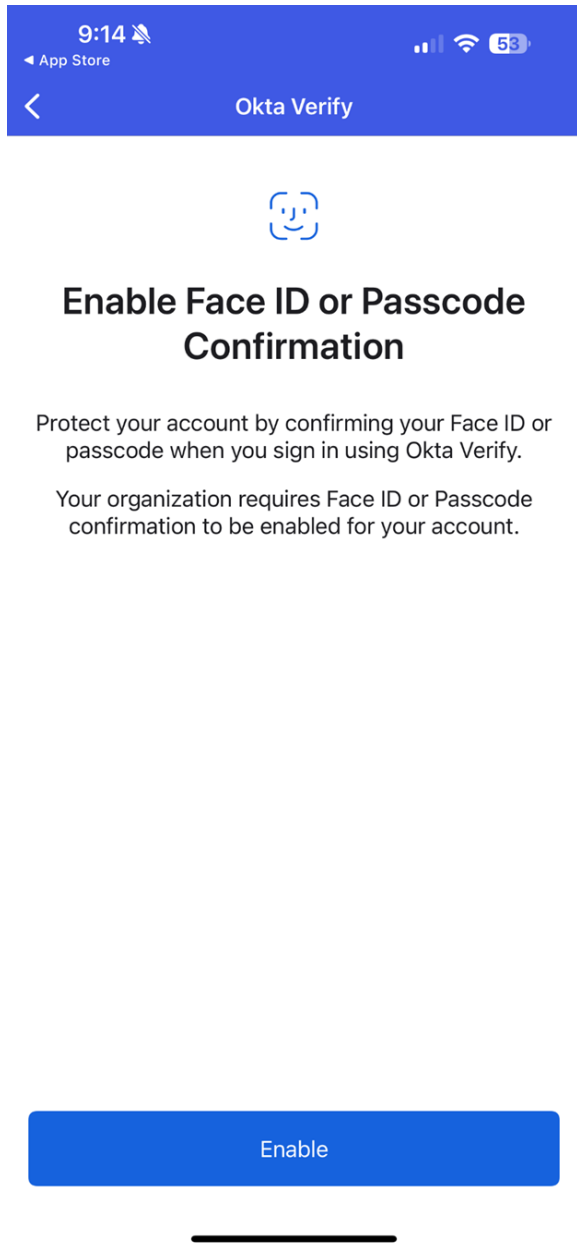
Or [try a different way](#) to set up Okta Verify.

[Return to authenticator list](#)

14. Enable touch or Face ID for a more secure setup for iOS  
Note: use biometrics for android

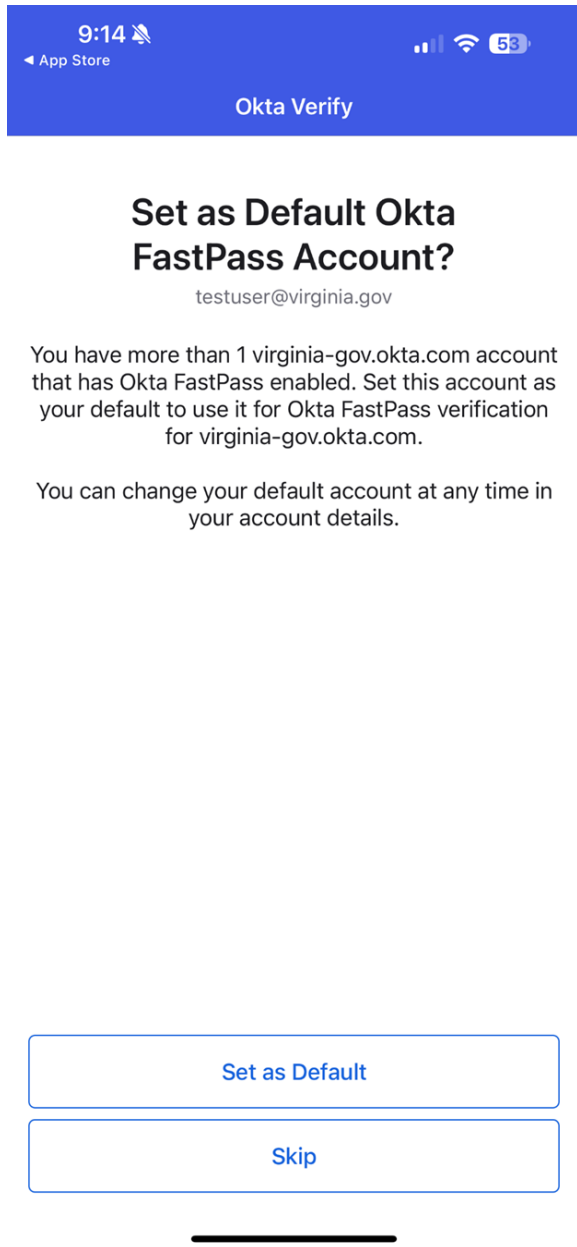


## Deploying Okta Verify Windows Desktop Client



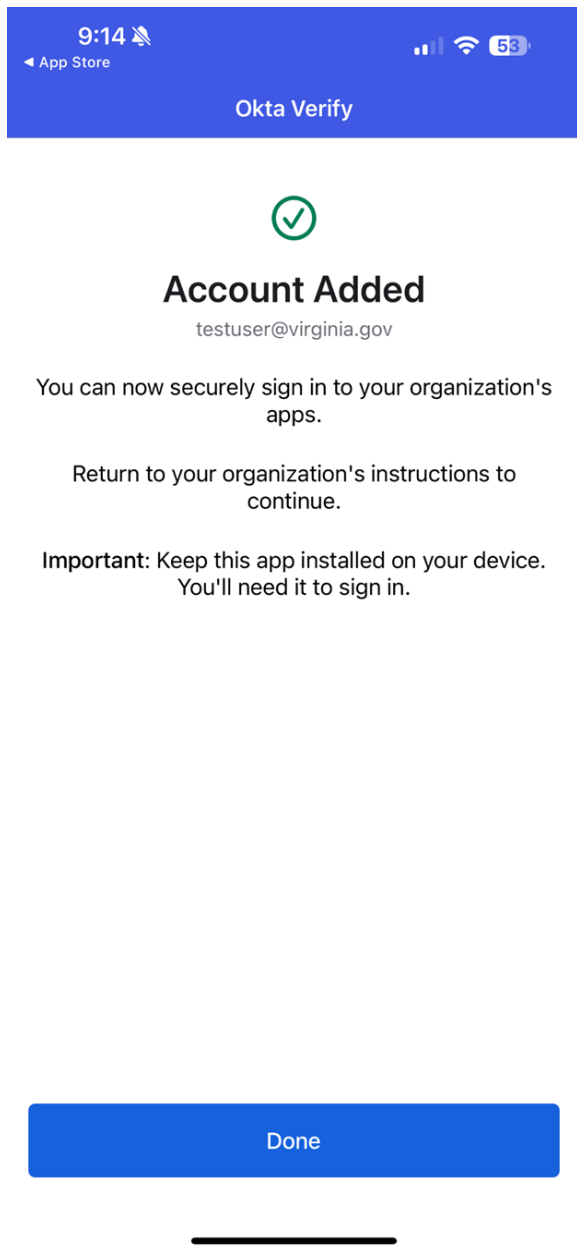
15. Press SKIP

## Deploying Okta Verify Windows Desktop Client



16. Account should now be added on the mobile device.

## Deploying Okta Verify Windows Desktop Client



 OCS Presents...

# CSA Family Guide Video

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



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