

FREDERICK COUNTY CPMT AGENDA

March 26, 2018

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of March Agenda
- III. Consent Agenda-See Memo for details
 - A. Approve February Minutes
 - B. Approve Budget Request Forms
- IV. Executive Session
 - A. Case Review
- V. Committee Member Announcements
 - A. As Needed
- VI. CSA Report Jackie Jury
 - A. Pool Reimbursement Report Financial Status
 - B. CSA Updates
 1. CM Training
 2. Policy & Procedure Manual Update
 3. HFW ICC Expansion Grant Update
- VII. Old Business
 - A. Legislation Update Jackie Jury
- VIII. New Business
 - A. VJCCA funds Peter Roussos
 - B. Vendor Contract- New Service Jackie Jury
- IX. Review Assigned Tasks
- X. Next Meetings
 - A. CPMT April 23, 2018 1st Floor Conference Room- See Memo for future dates
 - B. Joint FAPT/CPMT May 22, 2018, 1:00 p.m. CSA Conference Room
- XI. Adjourn

****Instructions for Closed Session:**

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

CPMT Meeting Minutes: Monday February 26, 2018

The Community Policy and Management Team (CPMT) Committee met on February 26, 2018 at 1:00 p.m. in the first floor conference room at Frederick County Government Offices Administration Building, 107 North Kent Street, Winchester, VA 22601.

The following members were present:

- Jay Tibbs, Frederick County Government
- Peter Roussos, Court Services Unit
- Michele Sandy, Frederick County Public Schools
- Tamara Green, Frederick County DSS
- Dr. Colin M. Greene, Lord Fairfax District Health Department
- Dawn Robbins, Parent Representative

The following members were not present:

- Dana Bowman, Children Service of Virginia
- Mark Gleason, Northwestern Community Services Board

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Annie Kennedy, CSA Account Specialist
- Amy Swift, Frederick County DSS

Call to Order: Michel Sandy called the meeting to order at 1:00pm.

Adoption of February Agenda: Peter Roussos made a motion to adopt the February agenda; Dr. Colin M. Green seconded; CPMT approved.

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

- January 22nd CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

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

Adoption of Budget Request Forms: Tamara Green made a motion to approve the Budget Request Forms; Peter Roussos Seconded; the CPMT approved.

Adoption to Convene to Closed Executive Session: On motion duly made by Jay Tibbs and seconded by Peter Roussos, 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.

- Account of Closed Session:

1. Case review

Adoption of Motion to Come Out of Closed Executive Session: Peter Roussos made a motion to come out of Closed Executive Session and reconvene in Open Session; Dr. Colin M. Greene seconded; the CPMT approved.

Adoption of Motion: The Frederick County CPMT certifies that to the best of each 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
Peter Roussos	Aye
Michele Sandy	Aye
Tamara Green	Aye
Dr. Colin Greene	Aye
Dawn Robbin	Aye

Adoption of Motion to Approve Cases in Closed Executive Session: Case #1

Tamara Green made a motion to approve, with stipulation*, the case in Closed Executive Session; Peter Roussos seconded; CPMT approved the motion by all present members voting in favor.

- *Stipulation – NWCSB will contact the family to coordinate services with DSS for purposes of an entrustment. A family partnership meeting will be scheduled to coordinate discharge planning and support services for the family within the next two weeks. ICC and FSP is also requested.*

Adoption of Motion to Approve Cases in Closed Executive Session: Case #2

Peter Roussos made a motion to approve, with stipulation*, the case in Closed Executive Session; Tamara Green seconded; CPMT approved the motion by all present members voting in favor.

- *Stipulation - Further request for a diagnosis and to research whether the neurological assessment has taken place. There needs to be a follow through if the neurological assessment has not been completed. A potential extension of the Parental Agreement was also approved for 3 months.*

Committee Member Announcements: No Committee Member Announcements

CSA Report: Fiscal Year 2018 Pool Reimbursement: January net expenditures were \$232,535.61 with a local match of \$96,236.81. Of the 111 youth served to date, 24 are in congregate care and 11 are in a TFC.

Non-mandated Budget: The CSA Coordinator summarized the non-mandated budget for FY18 stating that \$6705.00 has been encumbered with \$15,323.25 being spent.

Office Updates:

- Dawn Robbins was appointed to CPMT as the new Parent Representative
- New Case Manager training will be held on March 14th from 10am-12pm.
 - o 13 have currently signed up for the training
- There is currently one family receiving ICC through WCMH with grant funded FSP.
- The CSA Coordinator has completed subsections CSA & SpEd and CSA & JCSU on the policy and procedure manual. She has started on the CSA & DSS portion

Old Business:

A. SEC Policy 4.7 Response to Audit Findings

Update: Clarification from OCS was obtained regarding the adopted Response to Audit Findings policy. This policy is in effect beginning the 2017-2019 audit cycle, meaning that the first finding would be during the current cycle.

Your packet contains the final approval of the SEC policy Response to Audit Findings. It establishes 3 levels of noncompliance findings, Level 1-least severe to Level 3-most severe.

Level	Description	Example	1 st Finding	2nd Finding	3 rd Finding
1	Non-case specific findings Findings of failure to meet administrative and operational requirements (statutory, regulatory, or policy)	policy doesn't comply with COV, separation of duties/checks and balances are not in place, etc.	Corrective Action Plan required (CAP)	Temporarily deny fund reimbursements until a CAP is submitted and implemented	
2	Case specific finding, involving violation of statute, regulation, or policy, but, had the requirements been met, would have been eligible	CANS not completed in accordance with COV, required documentation missing or incomplete	CAP required	CAP & recovery of funds in proportion to percentage of sample found to be noncompliant or 10%, whichever is greater	Recovery of 100% of funds found to be noncompliant

	for reimbursement				
3	Case specific finding for expenditures not authorized by statute, regulation, or policy	Child ineligible (missing CANS, CHINS, etc), svcs not on IFSP or not approved by CPMT, svcs responsibility of another agency (legal svcs to prosecute child abuse/neglect)	CAP and recovery of 100% of funds found to be noncompliant		

B. Legislation Updates

CPMT was updated on the status of current legislation

New Business:

A. Vendor Contract Changes

(1) Family Preservation (Culpeper)

Current contract is with parent company; however, Culpeper office has different services and rates not currently part of the established contract. Tamara Green made a motion to approve the Family Preservation’s (Culpepper) rate sheet; Peter Roussos Seconded; the CPMT approved.

(2) The Learning Experience

Original rate sheet was not clear. New rate sheet was submitted that clarified rate structure. Peter Roussos made a motion to approve the updated rate sheet for The Learning Experience; Dr. Colin Green Seconded; the CPMT approved.

(3) VA Home for Boys and Girls

Group Home program has added a new Independent Living Arrangement program. Peter Roussos made a motion to approve the updated rate sheet for VA Homes for Boys and Girls; Tamara Green Seconded; the CPMT approved.

Review Assigned Tasks:

- Follow up with cases in Closed Session.

Next Meeting: The next CPMT meeting is Monday, March 26th at 1:00 p.m. in the First Floor Conference Room in the Frederick County Government Offices Administration Building. Joint FAPT/CPMT meeting will be held Tuesday, May 22, 2018 in the CSA conference room on the 2nd Floor of the County Administration building from 1pm-2pm.

Adjournment: Peter Roussos made a motion to adjourn; Jay Tibbs seconded; the CPMT approved. The meeting was adjourned at 1:42pm.

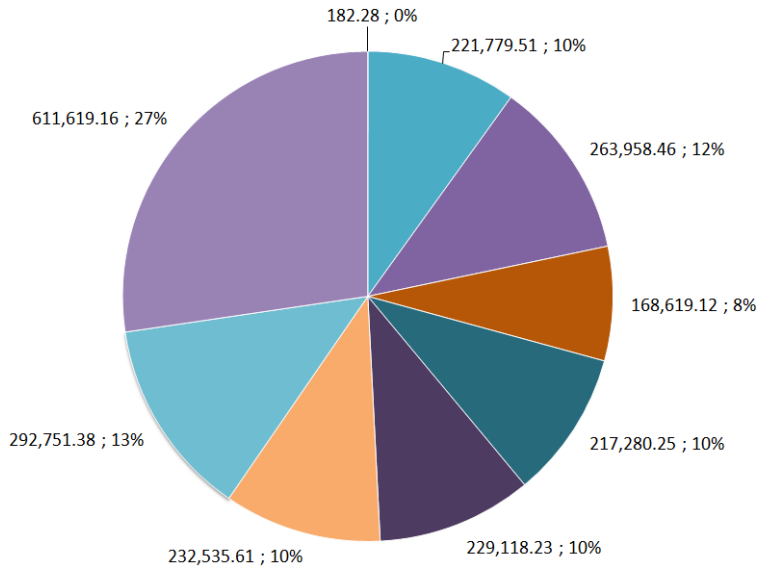
Minutes Completed By: Annie Kennedy



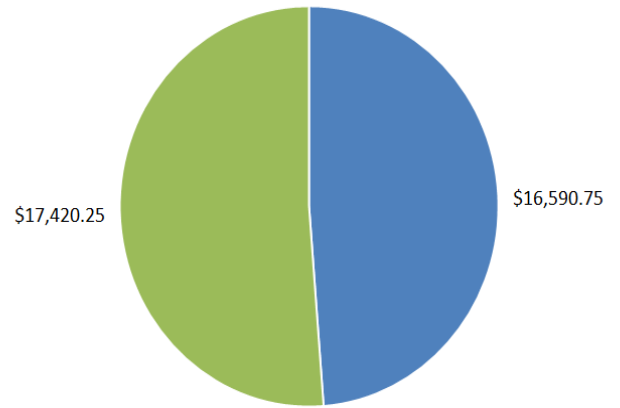
Frederick County CSA Update | February 2018

YTD Total Expenditures # of Reports Submitted: 8

% Used of Total Allocation

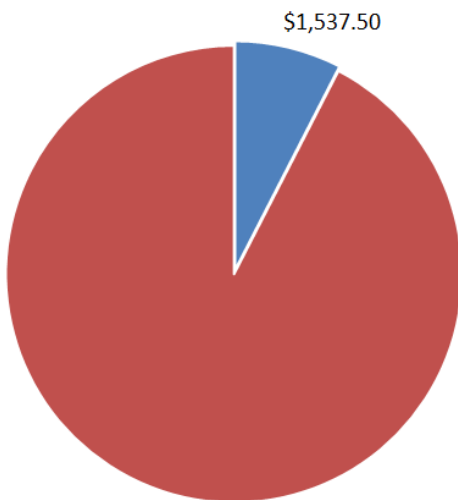


NonMandated Used



Encumbered: \$9050.00

SpEd Wrap Used



\$18,810.86

Encumbered: \$13,840.00

Expenditure Breakdown:

- YTD Net: \$1,626,224.84
- YTD Local Net: \$673,476.10

Balances as of 3/22/18:

- Total w/o Wrap: \$613,156.66
- Non-Mandated: \$17,420.25
- SpEd Wrap: \$ 18,370.86

CSA Updates:

New Case Manager Training

- 3/14 @ 10-12pm
- 12 Attendees
 - 8 CSB
 - 3 DSS
 - 1 FCPS

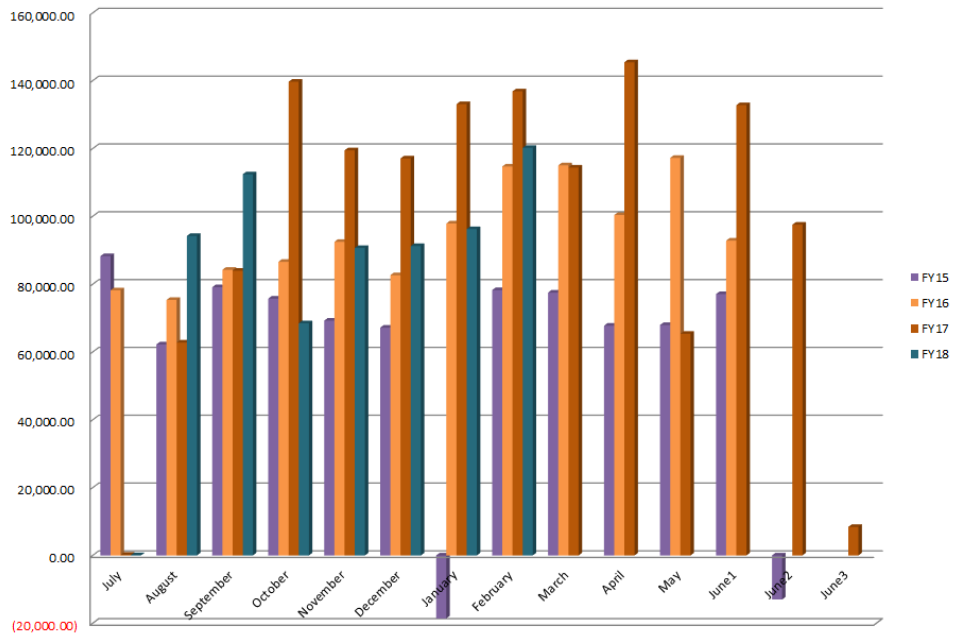
HFW Wrap ICC Expansion Grant

- 5/25 Referrals
- 2 After CPMT approval

Policy & Procedure Manual

- No new progress
- Subsections CSA & SpEd and CSA & JCSU completed
- CSA & DSS started

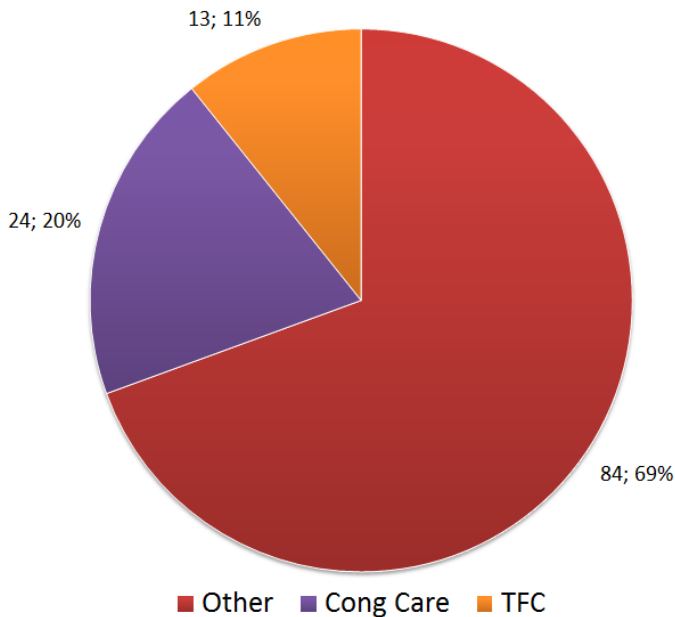
Monthly Local Share Expenditures



February Expenditures:

Net Total: \$292,751.38
 Net Local: \$120,194.37

Placement Environment



Child Count Served to Date: 121
Youth in Congregate Care to Date: 24
Youth in TFC to Date: 13