

# FREDERICK COUNTY CPMT AGENDA

April 23, 2018  
1:00 PM  
107 N Kent St  
Winchester, VA  
1<sup>st</sup> Floor Conference Room

## Agenda

- I. Introductions
- II. Adoption of April Agenda
- III. Consent Agenda-See Memo for details
  - A. Approve March Minutes
  - B. Approve Budget Request Forms
- IV. Executive Session
  - A. As necessary
- V. Committee Member Announcements
  - A. As Needed
- VI. CSA Report Jackie Jury
  - A. Pool Reimbursement Report Financial Status
  - B. CSA Updates
    1. Policy & Procedure Manual Update
    2. HFW ICC Expansion Grant Update
    3. DSS request for Grafton participation
- VII. Old Business
  - A. Legislation Update Jackie Jury
  - B. VJCCCA Peter Roussos
- VIII. New Business
  - A. CPMT Member Nomination Jackie Jury
  - B. Administrative Memo #18-03 Jackie Jury
  - C. Audit Entrance Conference Jackie Jury
  - D. FY19 Contracts Jackie Jury
- IX. Review Assigned Tasks
- X. Next Meetings
  - A. CPMT **May 21, 2018**, 1<sup>st</sup> Floor Conference Room- Note: This is the 3<sup>rd</sup> week in May due to Memorial Day county closure. See Memo for future dates
  - B. Joint FAPT/CPMT May 22, 2018, 1:00 p.m. CSA Conference Room- **CANCELLED** due to time constraints.
- 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 March 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
- Dr. Colin M. Greene, Lord Fairfax District Health Department
- Dana Bowman, Children Service of Virginia

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

- Mark Gleason, Northwestern Community Services Board
- Dawn Robbins, Parent Representative
- Tamara Green, Frederick County DSS

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

- Jacquelynn Jury, CSA Coordinator
- Annie Kennedy, CSA Account Specialist

***Call to Order:*** Michele Sandy called the meeting to order at 1:02pm.

***Adoption of March Agenda:*** Jay Tibbs made a motion to adopt the March agenda; Peter Roussos seconded; CPMT approved.

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

- February 26<sup>th</sup> CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

***Adoption of February Minutes:*** Jay Tibbs made a motion to approve the February minutes; Peter Roussos seconded; the CPMT approved.

***Adoption of Budget Request Forms:*** Peter Roussos made a motion to approve the Budget Request Forms; Jay Tibbs Seconded; the CPMT approved.

***Adoption to Convene to Closed Executive Session:*** On motion duly made by Dr. Colin M. Greene and seconded by Dana Bowman, 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 – Update cases reviewed in February

**Adoption of Motion to Come Out of Closed Executive Session:** Dr. Colin M. Green made a motion to come out of Closed Executive Session and reconvene in Open Session; Peter Roussos 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
Dr. Colin Greene	Aye
Dana Bowman	Aye

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

Jay Tibbs made a motion to approve, with stipulation\*, the case in Closed Executive Session; Dr. Colin M. Greene seconded; CPMT approved the motion by all present members voting in favor.

- *Stipulation – CPMT did not approve the co-pay for case 1 discussed in executive session.*

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

Jay Tibbs made a motion to approve, with stipulation\*, the case in Closed Executive Session; Dr. Colin M. Greene seconded; CPMT approved the motion by all present members voting in favor.

- *Stipulation - The CSA Coordinator has been approved to travel to evaluate potential placements as discussed in case 2 in executive session.*

**Committee Member Announcements:** None

**CSA Report:** Fiscal Year 2018 Pool Reimbursement: February net expenditures were \$292,751.38 with a local match of \$120,194.37. Of the 121-youth served to date, 24 are in congregate care and 13 are in a TFC.

**Non-mandated Budget:** The CSA Coordinator summarized the non-mandated budget for FY18 stating that \$9,050.00 has been encumbered with \$16,590.75 being spent.

**Office Updates:**

- New CM Training on March 14, 2018 ,10-noon  
Thirteen individuals attended, 2 cancelled, and 1 no showed  
Initial presentation for ICC with CM training following- Training went over time by about 45 minutes
- Policy & Procedure Manual:

No further along than last month. CSA & DOE and CSA & DJJ sections have been completed. I've just started the CSA & DSS section, and still need to complete CSA & CSB sections as well as sections on CM Responsibilities, Appeals, Records Management, and CPMT and Fiscal Procedures still need to be added. Please review and provide feedback regarding format, flow, and any other topics that should be included. There will also be an Appendix with representations of all the forms.

- High Fidelity WrapAround Intensive Care Coordination Expansion Grant  
Currently have 5 out of 25 targeted cases referred. 2 more after approval of funding during March CPMT
- Part of this year's capacity building funds will be used to send steering committee members to the University of MD Training Institutes in Washington, DC in July.
- The Steering Committee is looking to expand membership to include more agencies/organizations to help bring HFW ICC to scale in our region. We'd like representatives from the school system, social services, and the faith community.
- CSA is getting closer to completing their website. Annie Kennedy has learned how to edit and add pages to the website. We are trying to get all the forms for Case Managers uploaded to the website, so all case manager can access these forms. There will also be a parent page where parental forms can be found.

#### ***Old Business:***

- Legislation Updates
  - o Budget Amendment-HB30 approved- limits SpEd Private Day to a 2% annual increase.
  - o No CSA code or Statutory Legislation survived.

#### ***New Business:***

- Vendor Contract Changes
  - o VJCCCA funds
    - Peter Roussos announced that in 1995 each locality would be given enough information and enough funding, so all communities have equal access to funding. The formula that was originally created has stayed in place for a very long time. There have been changes throughout the Commonwealth, however, it has remained the same. This means that right now, through the court, we are receiving state funds to maintain two positions. One is an early intervention position and the other is someone to supervise youth at a very intensive level who have come into court to try and keep them from penetrating the system any further. The issue is that finding the right employee at \$35,000 a year is challenging. Peter Roussos explained that they have had very poor luck getting the right individual and keeping them. There is also an extra \$30,000 that they have for services. They have contracts with private facilities to provide services like anger management, substance use treatment, substance use education, life skills, sex offender treatment, and psychosexual evaluations. The total for these services is a little less than \$30,000 in a year. These services are available for all kids who somehow are involved with the juvenile court and the court services unit.
  - o Vendor Contract- New Service

- Staff at Intensive Supervision & Counseling Service have completed the High Fidelity WrapAround ICC training and would like to add this service to their current contract. They will be charging the same rate as our only other provider of ICC in this region. Motion to approve needed.
- **Adoption of New Vendor Rate Sheet:** Dana Bowman made a motion to approve the vendor rate sheet; Peter Roussos Seconded; the CPMT approved.

**Review Assigned Tasks:** None at this time.

**Next Meeting:** The next CPMT meeting is Monday, April 23<sup>rd</sup> 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 2<sup>nd</sup> Floor of the County Administration building from 1pm-2pm.

**Adjournment:** Peter Roussos made a motion to adjourn; Dr. Colin M. Greene seconded; the CPMT approved. The meeting was adjourned at 2:04pm.

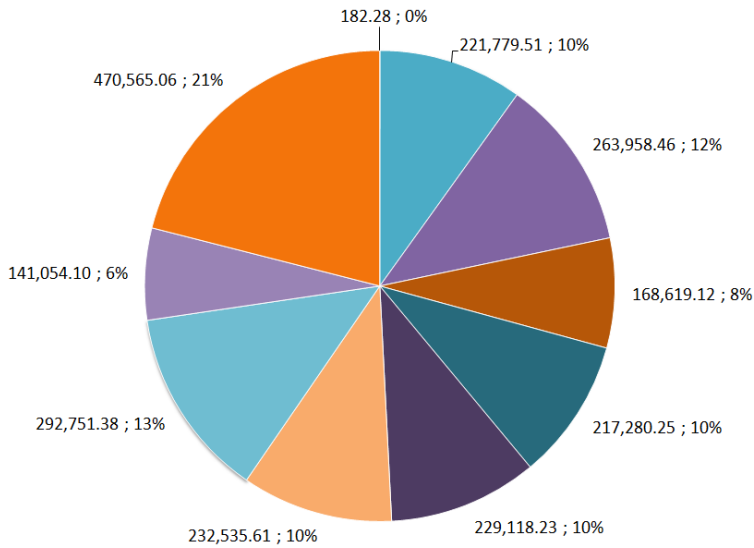
**Minutes Completed By:** Annie Kennedy



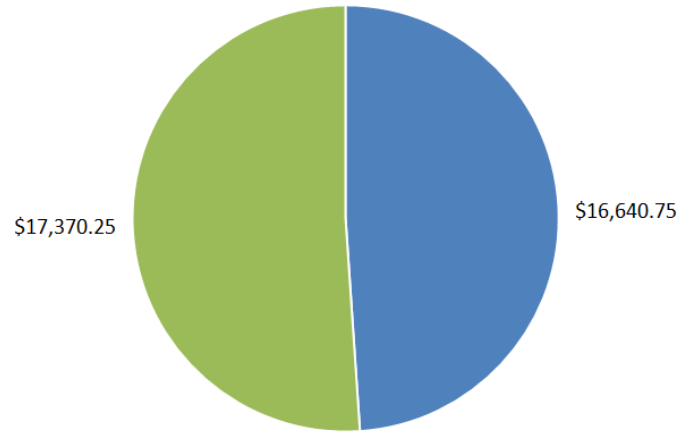
# Frederick County CSA Update | March 2018

YTD Total Expenditures # of Reports Submitted: 9

**% Used of Total Allocation**

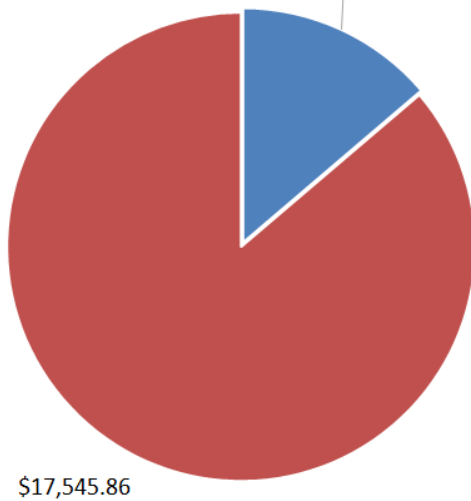


**NonMandated Used**



Encumbered: 10,750.00

**SpEd Wrap Used**



Encumbered: \$19,670.00

**Expenditure Breakdown:**

- YTD Net: \$1,767,278.94
- YTD Local Net: \$728,800.26

**Actual Balances as of 4/19/18:**

- Total w/o Wrap: \$470,565.06
- Non-Mandated: \$16,512.75
- SpEd Wrap: \$17,055.86

CSA Updates:

*HFW Wrap ICC Expansion Grant*

- 8 of 25 Referrals
- 3 more after CPMT approval

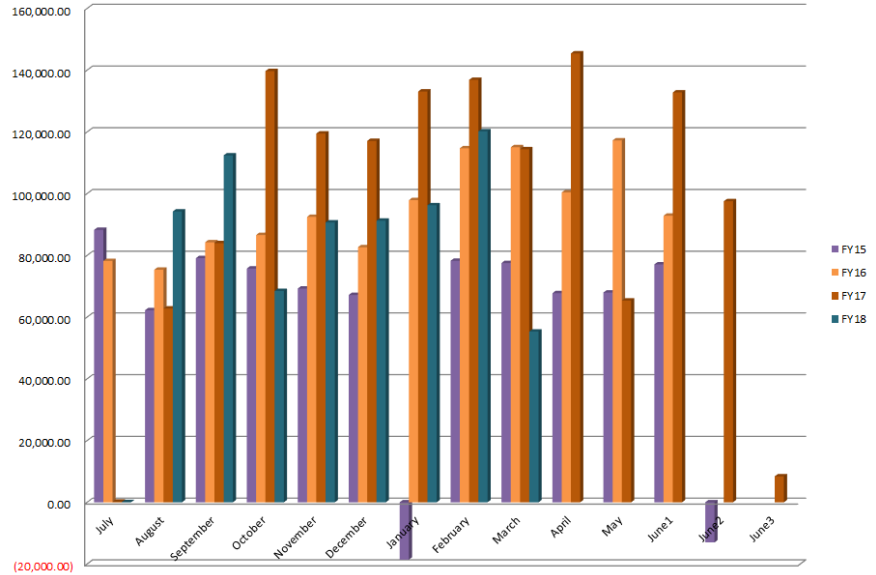
*Policy & Procedure Manual*

- Sections CSA & Partner Agencies completed and more
- Recommend subcommittee to start reviewing with goal of approval in May

*Contracts*

- FY19 Contract season will begin soon.

Monthly Local Share Expenditures

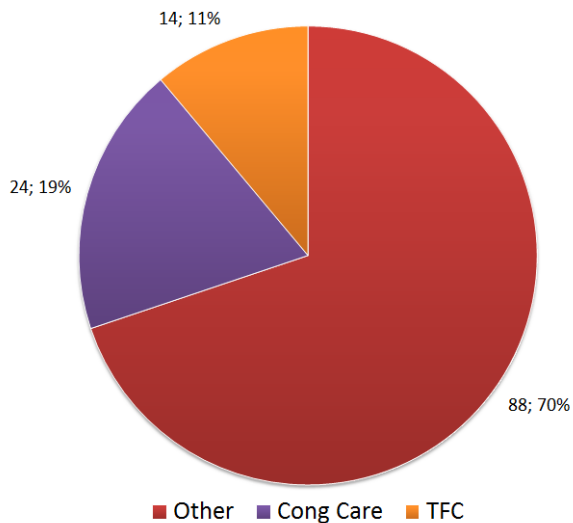


March Expenditures:

Net Total: \$141,054.10

Net Local: \$55,324.16

Placement Environment



Unduplicated Child Count Served to Date:

126

Youth in Congregate Care to Date: 24

Youth in TFC to Date: 14



# VIRGINIA STATE BUDGET

2018 Special Session I

## Budget Amendments - HB5002 (Committee Approved)

Bill Order » Item 282 #1h

CSA Use of Evidence-based Services & Trauma Informed Care (language only)

### Item 282 #1h

#### Health and Human Resources

Children's Services Act

#### Language

Page 240, after line 47, insert:

"N. The Office of Children's Services, in cooperation with the Department of Medical Assistance Services and the Department of Behavioral Health and Developmental Services shall work to transform the system of care for Children's Services Act (CSA) funded services to emphasize community services that are evidence-based and trauma informed. The department shall engage stakeholders during the process to develop program requirements, training and reporting mechanisms in the use of evidence-based and trauma informed services for the CSA program. The Office shall report on these efforts to the Joint Subcommittee on Health and Human Resources Oversight by November 30, 2018."

#### Explanation

(This amendment adds language to require the Office of Children's Services to work with the Department of Medical Assistance Services and the Department of Behavioral Health and Developmental Services to transform the Children's Services Act (CSA) system of care for to emphasize community services that are evidence-based and trauma informed. Language requires the office to engage stakeholders in the process to develop program requirements, training and reporting requirements in the use of evidence-based and trauma informed services, and to report on these efforts. Increasing the use of such services is expected to shorten the length of the program's involvement with youth and families and assist in serving youth in the least restrictive setting in their home community. Currently, not all CSA providers use evidence-based treatment models and purchasers of CSA services may be unfamiliar with the use of such models and their value.)





## Department of Planning and Budget 2018 Fiscal Impact Statement

1. **Bill Number:** HB1333-ER

**House of Origin**     Introduced       Substitute       Engrossed  
**Second House**     In Committee     Substitute       Enrolled

2. **Patron:** Brewer

3. **Committee:** Passed Both Houses

4. **Title:** Kinship Guardianship Assistance program.

5. **Summary:** Creates the Kinship Guardianship Assistance program (the program) to facilitate child placements with relatives and ensure permanency for children for whom adoption or being returned home are not appropriate permanency options. The bill sets forth eligibility criteria for the program, payment allowances to kinship guardians, and requirements for kinship guardianship assistance agreements. The bill also requires the Board of Social Services to promulgate regulations for the program.

6. **Budget Amendment Necessary:** Yes. Item 344.

7. **Fiscal Impact Estimates:** See Item 8.

**7a. Expenditure Impact:**

<i>Fiscal Year</i>	<i>Dollars*</i>	<i>Positions</i>	<i>Fund</i>
2018	-	-	-
2019	\$47,710	-	General
	\$21,828	-	Nongeneral
2020	\$80,608	-	General
	\$32,742	-	Nongeneral
2021	\$95,420	-	General
	\$43,656	-	Nongeneral
2022	\$95,420	-	General
	\$43,656	-	Nongeneral
2023	\$95,420	-	General
	\$43,656	-	Nongeneral
2024	\$95,420	-	General
	\$43,656	-	Nongeneral

\* There is a local match increase of \$13,937 in FY 19, \$25,775 in FY 20, and \$27,874 in FY 21 and thereafter.

## **8. Fiscal Implications:**

The Fostering Connections to Success and Increasing Adoptions Act of 2008 provides the Commonwealth with an option to offer a Kinship Guardian Assistance Program (KGAP) under the Title IV-E Guardianship Assistance Program. This option would allow for the payment of assistance to kin caregivers who meet the conditions of this program and assume custody of a child in foster care.

### Estimated Participants

There are 306 children currently placed in relative foster homes under the custody of the local department of social services (LDSS). In Virginia, children and youth exit foster care for four main reasons: adoption, emancipation, living with other relatives outside of the foster care system, and reunification with parent.

It is estimated that an average of 16 percent of children will eventually “age-out” of foster care without a permanent placement outcome. Because this proposal is only for those children for whom neither returning home nor adoption are appropriate permanency options, the Department of Social Services (DSS) estimates that only 16 percent of children currently placed with a relative will qualify for this proposal. Since these 49 (306 x .16) youths currently receive service and maintenance payments, there would be no change in funding needs.

Additionally, on average, 21 percent of all children in foster care exit foster care to relative custody without assistance payments. The majority of these children were not placed in a relative's home while in foster care because many relatives either cannot meet program requirements or do not want to go through the foster care program approval process. Children exiting the foster care system to a relative that has not applied for or qualified for the foster care program would not be eligible for kinship guardianship assistance.

Nationally, 9 percent of children enter into a guardianship placement. Because Virginia has higher barrier crime thresholds than other states, DSS estimates that only 5 percent of the children who would otherwise exit foster care to the custody of a relative without an assistance payment or an additional 3 children each year (306 x .21 x .05) would enter the program because of the assistance payment and are included in this analysis.

Foster care statistics show 64.3 percent of all youth in foster care qualify for federal IV-E funding. The other 35.7 percent of youth would be state funded by the Office of Children's Services.

### Maintenance and Service Payments

Currently foster care households receive maintenance payments paid by DSS for youth who qualify for federal IV-E participation. If the youth does not qualify for IV-E, the maintenance payments are paid by OCS. In addition, payments for services are also paid by OCS, if needed. Funding from OCS is comprised of state general fund and local matching funds. Under this proposed bill, these payments and current funding percentages would not change. Therefore, maintenance and service costs for both DSS and OCS would remain the same for

the estimated 49 youth who would qualify for the new program since they currently receive these payments until the age of 18 and who would have otherwise “aged-out” without achieving permanency.

However, the 3 additional youths who would have exited foster care to the custody of a relative without an assistance payment were it not for KGAP, would require new funding for maintenance and service payments. It is assumed that an average of 3 youths will enter the program every year, while one youth ages-out or otherwise leaves the program every year.

The average annual maintenance cost for youth in foster care is estimated to be \$21,828 per case. Total maintenance costs would be \$65,484 (3 x \$21,828) the first year. Of this amount, \$43,656 (\$21,828 x 2 cases) would be funded by DSS using the federal IV-E program, which has a 50 percent federal financial participation rate. This would require federal IV-E funds of \$21,828 and general fund of \$21,828. In addition, the remaining \$21,828 (\$21,828 x 1 case) would be funded by OCS. Funding for OCS is \$14,188 or 65 percent general fund and \$7,640 or 35 percent local match.

The annual service costs for youth in foster care average \$5,997 per case or a total of \$17,991 (3 x \$5,997) the first year. Service costs do not qualify as a federal IV-E allowable expense; therefore, all service costs would be paid by OCS. This would require 65 percent general fund or \$11,694 (\$17,991 x .65) and a 35 percent local match or \$6,297 (\$17,991 x .35).

Summary

Total funding of this proposal would be an overall cost increase of \$83,475 (\$21,828 federal funds, \$47,710 general fund, and \$13,937 local match) the first year. This includes the additional \$25,882 general fund amount incurred by OCS.

Cost summary for FY2019

	Cases	Total	Federal	General	Local
<b><u>DSS Costs</u></b>					
KGAP Maintenance Cost	2	\$43,656	\$21,828	\$21,828	\$ -
<b>Total DSS Cost</b>		<b>\$43,656</b>	<b>\$21,828</b>	<b>\$21,828</b>	<b>\$0</b>
<b><u>OCS Costs</u></b>					
KGAP Service Costs	3	\$17,991	\$ -	\$11,694	\$6,297
KGAP Maintenance Cost	1	\$21,828	\$ -	\$14,188	\$7,640
<b>Total OCS Costs</b>		<b>\$39,819</b>	<b>\$ -</b>	<b>\$25,882</b>	<b>\$13,937</b>
<b>Difference</b>		<b>\$83,475</b>	<b>\$21,828</b>	<b>\$47,710</b>	<b>\$13,937</b>

The costs of the program will continue to increase each year, as more youths enter the program, until a steady state of participation is reached. Assuming the same number of children enter the program every year and that an average of 1 youth ages-out or otherwise stops program participation each year, program participation will resemble the table below:

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Total:</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
IV-E	2	3	4	4	4	4
OCS	1	2	2	2	2	2

Administrative Impact

The proposed bill would require slight adjustments to the Online Automated Services Information System (OASIS). OASIS, which is Virginia’s primary information system for child welfare, supports the delivery of services by LDSS. In addition, there would be a need for training for LDSS staff and for informational brochures. The Department believes that these costs will be minimal and can be absorbed by current appropriation.

**9. Specific Agency or Political Subdivisions Affected:** Department of Social Services, Office of Children’s Services, Local Departments of Social Services

**10. Technical Amendment Necessary:** No

**11. Other Comments:** None.

VIRGINIA ACTS OF ASSEMBLY — CHAPTER

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*An Act to amend and reenact §§ 63.2-100 and 63.2-905 of the Code of Virginia and to amend the Code of Virginia by adding in Chapter 13 of Title 63.2 a section numbered 63.2-1305, relating to Kinship Guardianship Assistance program.*

[H 1333]

Approved

**Be it enacted by the General Assembly of Virginia:**  
**1. That §§ 63.2-100 and 63.2-905 of the Code of Virginia are amended and reenacted and that the Code of Virginia is amended by adding in Chapter 13 of Title 63.2 a section numbered 63.2-1305 as follows:**

- § 63.2-100. Definitions.**  
 As used in this title, unless the context requires a different meaning:  
 "Abused or neglected child" means any child less than 18 years of age:
1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including, but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248;
  2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child. Further, a decision by parents who have legal authority for the child or, in the absence of parents with legal authority for the child, any person with legal authority for the child, who refuses a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care if (i) such decision is made jointly by the parents or other person with legal authority and the child; (ii) the child has reached 14 years of age and is sufficiently mature to have an informed opinion on the subject of his medical treatment; (iii) the parents or other person with legal authority and the child have considered alternative treatment options; and (iv) the parents or other person with legal authority and the child believe in good faith that such decision is in the child's best interest. Nothing in this subdivision shall be construed to limit the provisions of § 16.1-278.4;
  3. Whose parents or other person responsible for his care abandons such child;
  4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law;
  5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis;
  6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § 55-79.2, with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902; or
  7. Who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000, 22 U.S.C § 7102 et seq., and in the Justice for Victims of Trafficking Act of 2015, 42 U.S.C. § 5101 et seq.
- If a civil proceeding under this title is based solely on the parent having left the child at a hospital or emergency medical services agency, it shall be an affirmative defense that such parent safely delivered the child to a hospital that provides 24-hour emergency services or to an attended emergency medical services agency that employs emergency medical services providers, within 14 days of the child's birth. For purposes of terminating parental rights pursuant to § 16.1-283 and placement for adoption, the court may find such a child is a neglected child upon the ground of abandonment.  
 "Adoptive home" means any family home selected and approved by a parent, local board or a licensed child-placing agency for the placement of a child with the intent of adoption.

57 "Adoptive placement" means arranging for the care of a child who is in the custody of a  
58 child-placing agency in an approved home for the purpose of adoption.

59 "Adult abuse" means the willful infliction of physical pain, injury or mental anguish or unreasonable  
60 confinement of an adult as defined in § 63.2-1603.

61 "Adult day care center" means any facility that is either operated for profit or that desires licensure  
62 and that provides supplementary care and protection during only a part of the day to four or more aged,  
63 infirm or disabled adults who reside elsewhere, except (i) a facility or portion of a facility licensed by  
64 the State Board of Health or the Department of Behavioral Health and Developmental Services, and (ii)  
65 the home or residence of an individual who cares for only persons related to him by blood or marriage.  
66 Included in this definition are any two or more places, establishments or institutions owned, operated or  
67 controlled by a single entity and providing such supplementary care and protection to a combined total  
68 of four or more aged, infirm or disabled adults.

69 "Adult exploitation" means the illegal, unauthorized, improper, or fraudulent use of an adult as  
70 defined in § 63.2-1603 or his funds, property, benefits, resources, or other assets for another's profit,  
71 benefit, or advantage, including a caregiver or person serving in a fiduciary capacity, or that deprives the  
72 adult of his rightful use of or access to such funds, property, benefits, resources, or other assets. "Adult  
73 exploitation" includes (i) an intentional breach of a fiduciary obligation to an adult to his detriment or  
74 an intentional failure to use the financial resources of an adult in a manner that results in neglect of  
75 such adult; (ii) the acquisition, possession, or control of an adult's financial resources or property  
76 through the use of undue influence, coercion, or duress; and (iii) forcing or coercing an adult to pay for  
77 goods or services or perform services against his will for another's profit, benefit, or advantage if the  
78 adult did not agree, or was tricked, misled, or defrauded into agreeing, to pay for such goods or services  
79 or to perform such services.

80 "Adult foster care" means room and board, supervision, and special services to an adult who has a  
81 physical or mental condition. Adult foster care may be provided by a single provider for up to three  
82 adults.

83 "Adult neglect" means that an adult as defined in § 63.2-1603 is living under such circumstances that  
84 he is not able to provide for himself or is not being provided services necessary to maintain his physical  
85 and mental health and that the failure to receive such necessary services impairs or threatens to impair  
86 his well-being. However, no adult shall be considered neglected solely on the basis that such adult is  
87 receiving religious nonmedical treatment or religious nonmedical nursing care in lieu of medical care,  
88 provided that such treatment or care is performed in good faith and in accordance with the religious  
89 practices of the adult and there is a written or oral expression of consent by that adult.

90 "Adult protective services" means services provided by the local department that are necessary to  
91 protect an adult as defined in § 63.2-1603 from abuse, neglect or exploitation.

92 "Assisted living care" means a level of service provided by an assisted living facility for adults who  
93 may have physical or mental impairments and require at least a moderate level of assistance with  
94 activities of daily living.

95 "Assisted living facility" means any congregate residential setting that provides or coordinates  
96 personal and health care services, 24-hour supervision, and assistance (scheduled and unscheduled) for  
97 the maintenance or care of four or more adults who are aged, infirm or disabled and who are cared for  
98 in a primarily residential setting, except (i) a facility or portion of a facility licensed by the State Board  
99 of Health or the Department of Behavioral Health and Developmental Services, but including any  
100 portion of such facility not so licensed; (ii) the home or residence of an individual who cares for or  
101 maintains only persons related to him by blood or marriage; (iii) a facility or portion of a facility  
102 serving infirm or disabled persons between the ages of 18 and 21, or 22 if enrolled in an educational  
103 program for the handicapped pursuant to § 22.1-214, when such facility is licensed by the Department as  
104 a children's residential facility under Chapter 17 (§ 63.2-1700 et seq.), but including any portion of the  
105 facility not so licensed; and (iv) any housing project for persons 62 years of age or older or the disabled  
106 that provides no more than basic coordination of care services and is funded by the U.S. Department of  
107 Housing and Urban Development, by the U.S. Department of Agriculture, or by the Virginia Housing  
108 Development Authority. Included in this definition are any two or more places, establishments or  
109 institutions owned or operated by a single entity and providing maintenance or care to a combined total  
110 of four or more aged, infirm or disabled adults. Maintenance or care means the protection, general  
111 supervision and oversight of the physical and mental well-being of an aged, infirm or disabled  
112 individual.

113 "Auxiliary grants" means cash payments made to certain aged, blind or disabled individuals who  
114 receive benefits under Title XVI of the Social Security Act, as amended, or would be eligible to receive  
115 these benefits except for excess income.

116 "Birth family" or "birth sibling" means the child's biological family or biological sibling.

117 "Birth parent" means the child's biological parent and, for purposes of adoptive placement, means



118 parent(s) by previous adoption.

119 "Board" means the State Board of Social Services.

120 "Child" means any natural person under 18 years of age.

121 "Child day center" means a child day program offered to (i) two or more children under the age of  
122 13 in a facility that is not the residence of the provider or of any of the children in care or (ii) 13 or  
123 more children at any location.

124 "Child day program" means a regularly operating service arrangement for children where, during the  
125 absence of a parent or guardian, a person or organization has agreed to assume responsibility for the  
126 supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period.

127 "Child-placing agency" means any person who places children in foster homes, adoptive homes or  
128 independent living arrangements pursuant to § 63.2-1819 or a local board that places children in foster  
129 homes or adoptive homes pursuant to §§ 63.2-900, 63.2-903, and 63.2-1221. Officers, employees, or  
130 agents of the Commonwealth, or any locality acting within the scope of their authority as such, who  
131 serve as or maintain a child-placing agency, shall not be required to be licensed.

132 "Child-protective services" means the identification, receipt and immediate response to complaints  
133 and reports of alleged child abuse or neglect for children under 18 years of age. It also includes  
134 assessment, and arranging for and providing necessary protective and rehabilitative services for a child  
135 and his family when the child has been found to have been abused or neglected or is at risk of being  
136 abused or neglected.

137 "Child support services" means any civil, criminal or administrative action taken by the Division of  
138 Child Support Enforcement to locate parents; establish paternity; and establish, modify, enforce, or  
139 collect child support, or child and spousal support.

140 "Child-welfare agency" means a child day center, child-placing agency, children's residential facility,  
141 family day home, family day system, or independent foster home.

142 "Children's residential facility" means any facility, child-caring institution, or group home that is  
143 maintained for the purpose of receiving children separated from their parents or guardians for full-time  
144 care, maintenance, protection and guidance, or for the purpose of providing independent living services  
145 to persons between 18 and 21 years of age who are in the process of transitioning out of foster care.  
146 Children's residential facility shall not include:

147 1. A licensed or accredited educational institution whose pupils, in the ordinary course of events,  
148 return annually to the homes of their parents or guardians for not less than two months of summer  
149 vacation;

150 2. An establishment required to be licensed as a summer camp by § 35.1-18; and

151 3. A licensed or accredited hospital legally maintained as such.

152 "Commissioner" means the Commissioner of the Department, his designee or authorized  
153 representative.

154 "Department" means the State Department of Social Services.

155 "Department of Health and Human Services" means the Department of Health and Human Services  
156 of the United States government or any department or agency thereof that may hereafter be designated  
157 as the agency to administer the Social Security Act, as amended.

158 "Disposable income" means that part of the income due and payable of any individual remaining  
159 after the deduction of any amount required by law to be withheld.

160 "Energy assistance" means benefits to assist low-income households with their home heating and  
161 cooling needs, including, but not limited to, purchase of materials or substances used for home heating,  
162 repair or replacement of heating equipment, emergency intervention in no-heat situations, purchase or  
163 repair of cooling equipment, and payment of electric bills to operate cooling equipment, in accordance  
164 with § 63.2-805, or provided under the Virginia Energy Assistance Program established pursuant to the  
165 Low-Income Home Energy Assistance Act of 1981 (Title XXVI of Public Law 97-35), as amended.

166 "Family day home" means a child day program offered in the residence of the provider or the home  
167 of any of the children in care for one through 12 children under the age of 13, exclusive of the  
168 provider's own children and any children who reside in the home, when at least one child receives care  
169 for compensation. The provider of a licensed or registered family day home shall disclose to the parents  
170 or guardians of children in their care the percentage of time per week that persons other than the  
171 provider will care for the children. Family day homes serving five through 12 children, exclusive of the  
172 provider's own children and any children who reside in the home, shall be licensed. However, no family  
173 day home shall care for more than four children under the age of two, including the provider's own  
174 children and any children who reside in the home, unless the family day home is licensed or voluntarily  
175 registered. However, a family day home where the children in care are all related to the provider by  
176 blood or marriage shall not be required to be licensed.

177 "Family day system" means any person who approves family day homes as members of its system;  
178 who refers children to available family day homes in that system; and who, through contractual

179 arrangement, may provide central administrative functions including, but not limited to, training of  
180 operators of member homes; technical assistance and consultation to operators of member homes;  
181 inspection, supervision, monitoring, and evaluation of member homes; and referral of children to  
182 available health and social services.

183 "Foster care placement" means placement of a child through (i) an agreement between the parents or  
184 guardians and the local board where legal custody remains with the parents or guardians or (ii) an  
185 entrustment or commitment of the child to the local board or licensed child-placing agency.

186 "Foster home" means the place of residence of any natural person in which any child, other than a  
187 child by birth or adoption of such person, resides as a member of the household.

188 "General relief" means money payments and other forms of relief made to those persons mentioned  
189 in § 63.2-802 in accordance with the regulations of the Board and reimbursable in accordance with  
190 § 63.2-401.

191 "Independent foster home" means a private family home in which any child, other than a child by  
192 birth or adoption of such person, resides as a member of the household and has been placed therein  
193 independently of a child-placing agency except (i) a home in which are received only children related by  
194 birth or adoption of the person who maintains such home and children of personal friends of such  
195 person and (ii) a home in which is received a child or children committed under the provisions of  
196 subdivision A 4 of § 16.1-278.2, subdivision 6 of § 16.1-278.4, or subdivision A 13 of § 16.1-278.8.

197 "Independent living" means a planned program of services designed to assist a child age 16 and over  
198 and persons who are former foster care children between the ages of 18 and 21 in transitioning to  
199 self-sufficiency.

200 "Independent living arrangement" means placement of a child at least 16 years of age who is in the  
201 custody of a local board or licensed child-placing agency and has been placed by the local board or  
202 licensed child-placing agency in a living arrangement in which he does not have daily substitute parental  
203 supervision.

204 "Independent living services" means services and activities provided to a child in foster care 14 years  
205 of age or older who was committed or entrusted to a local board of social services, child welfare  
206 agency, or private child-placing agency. "Independent living services" may also mean services and  
207 activities provided to a person who (i) was in foster care on his 18th birthday and has not yet reached  
208 the age of 21 years or (ii) is at least 18 years of age but who has not yet reached 21 years of age and  
209 who, immediately prior to his commitment to the Department of Juvenile Justice, was in the custody of  
210 a local board of social services. Such services shall include counseling, education, housing, employment,  
211 and money management skills development, access to essential documents, and other appropriate  
212 services to help children or persons prepare for self-sufficiency.

213 "Independent physician" means a physician who is chosen by the resident of the assisted living  
214 facility and who has no financial interest in the assisted living facility, directly or indirectly, as an  
215 owner, officer, or employee or as an independent contractor with the residence.

216 "Intercountry placement" means the arrangement for the care of a child in an adoptive home or foster  
217 care placement into or out of the Commonwealth by a licensed child-placing agency, court, or other  
218 entity authorized to make such placements in accordance with the laws of the foreign country under  
219 which it operates.

220 "Interstate placement" means the arrangement for the care of a child in an adoptive home, foster care  
221 placement or in the home of the child's parent or with a relative or nonagency guardian, into or out of  
222 the Commonwealth, by a child-placing agency or court when the full legal right of the child's parent or  
223 nonagency guardian to plan for the child has been voluntarily terminated or limited or severed by the  
224 action of any court.

225 "Kinship care" means the full-time care, nurturing, and protection of children by relatives.

226 "*Kinship guardian*" means the adult relative of a child in a kinship guardianship established in  
227 accordance with § 63.2-1305 who has been awarded custody of the child by the court after acting as the  
228 child's foster parent.

229 "*Kinship guardianship*" means a relationship established in accordance with § 63.2-1305 between a  
230 child and an adult relative of the child who has formerly acted as the child's foster parent that is  
231 intended to be permanent and self-sustaining as evidenced by the transfer by the court to the adult  
232 relative of the child of the authority necessary to ensure the protection, education, care and control, and  
233 custody of the child and the authority for decision making for the child.

234 "*Kinship Guardianship Assistance program*" means a program consistent with 42 U.S.C § 673 that  
235 provides, subject to a kinship guardianship assistance agreement developed in accordance with  
236 § 63.2-1305, payments to eligible individuals who have received custody of a relative child of whom they  
237 had been the foster parents.

238 "Local board" means the local board of social services representing one or more counties or cities.

239 "Local department" means the local department of social services of any county or city in this

240 Commonwealth.

241 "Local director" means the director or his designated representative of the local department of the  
242 city or county.

243 "Merit system plan" means those regulations adopted by the Board in the development and operation  
244 of a system of personnel administration meeting requirements of the federal Office of Personnel  
245 Management.

246 "Parental placement" means locating or effecting the placement of a child or the placing of a child in  
247 a family home by the child's parent or legal guardian for the purpose of foster care or adoption.

248 "Public assistance" means Temporary Assistance for Needy Families (TANF); auxiliary grants to the  
249 aged, blind and disabled; medical assistance; energy assistance; food stamps; employment services; child  
250 care; and general relief.

251 "Qualified assessor" means an entity contracting with the Department of Medical Assistance Services  
252 to perform nursing facility pre-admission screening or to complete the uniform assessment instrument for  
253 a home and community-based waiver program, including an independent physician contracting with the  
254 Department of Medical Assistance Services to complete the uniform assessment instrument for residents  
255 of assisted living facilities, or any hospital that has contracted with the Department of Medical  
256 Assistance Services to perform nursing facility pre-admission screenings.

257 "Registered family day home" means any family day home that has met the standards for voluntary  
258 registration for such homes pursuant to regulations adopted by the Board and that has obtained a  
259 certificate of registration from the Commissioner.

260 "Residential living care" means a level of service provided by an assisted living facility for adults  
261 who may have physical or mental impairments and require only minimal assistance with the activities of  
262 daily living. The definition of "residential living care" includes the services provided by independent  
263 living facilities that voluntarily become licensed.

264 "Sibling" means each of two or more children having one or more parents in common.

265 "Social services" means foster care, adoption, adoption assistance, child-protective services, domestic  
266 violence services, or any other services program implemented in accordance with regulations adopted by  
267 the Board. Social services also includes adult services pursuant to Article 4 (§ 51.5-144 et seq.) of  
268 Chapter 14 of Title 51.5 and adult protective services pursuant to Article 5 (§ 51.5-148) of Chapter 14  
269 of Title 51.5 provided by local departments of social services in accordance with regulations and under  
270 the supervision of the Commissioner for Aging and Rehabilitative Services.

271 "Special order" means an order imposing an administrative sanction issued to any party licensed  
272 pursuant to this title by the Commissioner that has a stated duration of not more than 12 months. A  
273 special order shall be considered a case decision as defined in § 2.2-4001.

274 "Temporary Assistance for Needy Families" or "TANF" means the program administered by the  
275 Department through which a relative can receive monthly cash assistance for the support of his eligible  
276 children.

277 "Temporary Assistance for Needy Families-Unemployed Parent" or "TANF-UP" means the  
278 Temporary Assistance for Needy Families program for families in which both natural or adoptive  
279 parents of a child reside in the home and neither parent is exempt from the Virginia Initiative for  
280 Employment Not Welfare (VIEW) participation under § 63.2-609.

281 "Title IV-E Foster Care" means a federal program authorized under §§ 472 and 473 of the Social  
282 Security Act, as amended, and administered by the Department through which foster care is provided on  
283 behalf of qualifying children.

284 **§ 63.2-905. Foster care services.**

285 Foster care services are the provision of a full range of casework, treatment and community services,  
286 including but not limited to independent living services, for a planned period of time to a child who is  
287 abused or neglected as defined in § 63.2-100 or in need of services as defined in § 16.1-228 and his  
288 family when the child (i) has been identified as needing services to prevent or eliminate the need for  
289 foster care placement, (ii) has been placed through an agreement between the local board or the public  
290 agency designated by the community policy and management team and the parents or guardians where  
291 legal custody remains with the parents or guardians, or (iii) has been committed or entrusted to a local  
292 board or licensed child placing agency, or (iv) is living with a relative participating in the Kinship  
293 Guardianship Assistance program set forth in § 63.2-1305 and developed consistent with 42 U.S.C.  
294 § 673. Foster care services also include the provision and restoration of independent living services to a  
295 person who is over the age of 18 years but who has not yet reached the age of 21 years, in accordance  
296 with § 63.2-905.1.

297 **§ 63.2-1305. Kinship Guardianship Assistance program.**

298 *A. The Kinship Guardianship Assistance program is established to facilitate placements with relatives  
299 and ensure permanency for children for whom adoption or being returned home are not appropriate  
300 permanency options. Kinship guardianship assistance payments may include Title IV-E maintenance*

301 *payments, state-funded maintenance payments, state special services payments, and nonrecurring expense*  
302 *payments made pursuant to this section.*

303 *B. A child is eligible for kinship guardianship assistance under the program if:*

304 *1. The child has been removed from his home pursuant to a voluntary placement agreement or as a*  
305 *result of a judicial determination that continuation in the home would be contrary to the welfare of the*  
306 *child;*

307 *2. The child was eligible for foster care maintenance payments under 42 U.S.C. § 672 or under state*  
308 *law while residing for at least six consecutive months in the home of the prospective kinship guardian;*

309 *3. Being returned home or adopted is not an appropriate permanency option for the child;*

310 *4. The child demonstrates a strong attachment to the prospective kinship guardian, and the*  
311 *prospective kinship guardian has a strong commitment to caring permanently for the child; and*

312 *5. The child has been consulted regarding the kinship guardianship if the child is 14 years of age or*  
313 *older.*

314 *C. If a child does not meet the eligibility criteria set forth in subsection B but has a sibling who*  
315 *meets such criteria, the child may be placed in the same kinship guardianship with his eligible sibling,*  
316 *in accordance with 42 U.S.C. § 671(a)(31), if the local department and kinship guardian agree that such*  
317 *placement is appropriate. In such cases, kinship guardianship assistance may be paid on behalf of each*  
318 *sibling so placed.*

319 *D. In order to receive payments under 42 U.S.C. § 674(a)(5) or pursuant to the Children's Services*  
320 *Act (§ 2.2-5200 et seq.), the local department and the prospective kinship guardian of a child who meets*  
321 *the requirements of subsection B shall enter into a written kinship guardianship assistance agreement*  
322 *negotiated by the Department and containing terms providing for the following:*

323 *1. The amount of, and the manner in which, each kinship guardianship assistance payment will be*  
324 *provided and the manner in which such payment may be adjusted periodically, in consultation with the*  
325 *kinship guardian, on the basis of the circumstances of the kinship guardian and the needs of the child;*

326 *2. The additional services or assistance, if any, for which the child and kinship guardian will be*  
327 *eligible under the agreement;*

328 *3. The procedure by which the kinship guardian may apply for additional services as needed;*

329 *4. Subject to 42 U.S.C. § 673(d)(1)(D), assurance that the local department shall pay the total cost*  
330 *of nonrecurring expenses associated with obtaining kinship guardianship of the child, to the extent that*  
331 *the total cost does not exceed \$2,000; and*

332 *5. Assurance that the agreement shall remain in effect without regard to the state of residency of the*  
333 *kinship guardian.*

334 *E. A kinship guardianship assistance payment on behalf of a child pursuant to this section shall not*  
335 *exceed the foster care maintenance payment that would have been paid on behalf of the child had the*  
336 *child remained in a foster family home.*

337 *F. The Board shall promulgate regulations for the Kinship Guardianship Assistance program that*  
338 *are necessary to comply with Title IV-E requirements, including those set forth in 42 U.S.C. § 673. The*  
339 *regulations may set forth qualifications for kinship guardians, the conditions under which a kinship*  
340 *guardianship may be established, the requirements for the development and amendment of a kinship*  
341 *guardianship assistance agreement, and the manner of payments on behalf of siblings placed in the*  
342 *same household.*




# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

## ADMINISTRATIVE MEMO #18-03

**To:** CPMT Chairs  
CSA Coordinators  
CSA Fiscal Agents  
CSA Report Preparers

**From:** Preetha Agrawal, IT Director 

**Date:** April 9, 2018

**Subject:** CSA Account Management System

The Office of Children's Services is pleased to announce the upcoming launch of CSA's new Account Management System (AMS) on Monday, April 16, 2018. The AMS will replace the current CSA roster management system available through the CSA website and will be a more modern and secure model. The roster displays are also new and improved, with enhanced functionality. In the AMS, all individuals having and needing access to the system (see Appendix 1) will require a password and their e-mail address will serve as their user name. All requests for access will require approval by a designated person at both the local and state level.

Prior to the April 16 "go live" date, we are requesting that CSA Coordinators verify the accuracy of the email addresses for all users in your locality in the existing CSA rosters on the website. Please send me an e-mail if there are changes that need to be made as all existing accounts will be transferred "as is" to the AMS.

The following are the changes that will occur once the system goes live:

1. During the next login, each user will be required to update the security questions and create a new strong password
2. Every 90 days, Users are required to change their password.

3. All User related activities like registration/modification/password reset/deactivation shall be made through this system. Changes to the local CSA rosters will no longer have to be requested “manually” through OCS.
4. Any local user shall be able to initiate registration of a new User, with various user roles.
5. The role of the FAPT Chair is eliminated in the system.
6. Based on the user roles, your locality’s approvers will receive email notification for approval. The two local roles that will be able to approve roles are the CSA Coordinators and the CPMT Chair.

A detailed Account Management System User Manual will be distributed on the morning of April 16.

Questions about the CSA’s Account Management System may be directed to the OCS IT Director, Preetha Agrawal at [preetha.agrawal@csa.virginia.gov](mailto:preetha.agrawal@csa.virginia.gov) or (804) 662-9814.

Thank you for your cooperation.

## **Appendix 1**

### **Local Role**

CPMT Chair  
CSA Coordinator  
Report Preparer  
Fiscal Agent  
CANS DSU/RA  
DSS Title IV-E File Uploader  
CBDRS CSA Preparer  
CBDRS IV-E Preparer

### **Local Approver**

CSA Coordinator  
CPMT Chair  
CSA Coordinator  
CPMT Chair  
No local approver. OCS approval only required.  
CSA Coordinator  
CSA Coordinator  
CSA Coordinator