

FREDERICK COUNTY CPMT AGENDA

August 26, 2019
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. Approve July Minutes
 - B. Approve Budget Request Forms
- IV. Executive Session
 - A. 1:1 Funding
 - B. Extended Parental Agreement Update
- V. Committee Member Announcements
 - A. As Needed
- VI. CSA Report Jackie Jury
 - A. Financial Report
 - B. CSA Updates
 1. HFW ICC Expansion Grant Update
 2. Additional SpEd Wrap request form
- VII. Old Business Jackie Jury
 - A. Strategic Plan Update
 1. UM/UR
 2. Measure Program and Quality Service
 3. CSA Website
 - B. Vendor Contracts
 1. Vendor Agreements
 2. Timber Ridge School
 3. Elk Hill
- VIII. New Business Jackie Jury
 - A. Revise CPMT Chair Rotation Policy
 - B. Administrative Memo #19-07
 - C. Audit Memo
 - D. Administrative Memo #19-08
- IX. Review Assigned Tasks
- X. Next Meetings
 - A. CPMT August 26, 1st Floor Conference Room- See Memo for future dates
 - B. Joint FAPT/CPMT Meeting, TBD 1-2pm, 2nd Floor Public Works Conference Rm
- 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 July 22nd, 2019

The Community Policy and Management Team (CPMT) Committee met on July 22, 2019 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:

- Dr. Colin M. Greene, Lord Fairfax District Health Department
- Peter Roussos, Court Services Unit
- Jay Tibbs, Frederick County Government
- Dawn Robbins, Parent Representative
- Mark Gleason, Northwestern Community Services Board

The following members were not present:

- Tamara Green, Frederick County DSS
- Dana Bowman, Children Service of Virginia
- Michele Sandy, Frederick County Public Schools

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Brittany Arnold, CSA Account Specialist

Call to Order: Peter Roussos called the meeting to order at 1:03pm.

Adoption of July Agenda: Mark Gleason made a motion to adopt the June agenda as amended; Jay Tibbs seconded; CPMT approved.

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

- June 26th CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

Adoption of June Minutes: Mark Gleason made a motion to approve the June minutes; Jay Tibbs seconded; the CPMT approved.

Adoption of Budget Request Forms: Mark Gleason made a motion to approve the Budget Request Forms; Dawn Robbins seconded; the CPMT approved.

Adoption to Convene to Closed Session: On motion duly made by Mark Gleason and seconded by Dr. Colin Greene, the CPMT voted unanimously to go into Closed 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. Gap in Funding for Mentoring services
 2. Secure transport invoice over estimated amount: Client 1
 3. Secure transport invoice over estimated amount: Client 2
 4. Parental Agreement Extension Case Review

Adoption of Motion to Come Out of Closed Executive Session: Dr. Colin Green made a motion to come out of Closed Executive Session and reconvene in Open Session; Jay Tibbs 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.

Peter Roussos	Aye
Dr. Colin Greene	Aye
Mark Gleason	Aye
Jay Tibbs	Aye
Dawn Robbins	Aye

Committee Member Announcements: N/A

CSA Report: June 2019 Pool Reimbursement: June net expenditures were \$216,664.20 with a local match of \$84,789.46. Of the 153-youth served to date, 23 have been in congregate care and 24 in a TFC.

Non-mandated Budget: The CSA Coordinator summarized the non-mandated budget stating that \$33,411.00 is allocated annually. For FY19, \$8,265.05 has been spent and \$8,189.00 is currently encumbered.

Special Education Wrap Budget: Frederick County was initially allocated \$13,730.00 in SpEd wrap funds and an additional \$20,000.00 was requested in May. To date, \$27,315.25 has been used and an additional \$27, 805.00 is encumbered.

Office Updates:

- High Fidelity WrapAround SOC Grant
 - The third grant year started on October 1, 2018. The goal for the year is to serve 25 families, the region is currently at 23. Frederick County has referred 18, however 2 did not count due to provider not completing necessary documentation.

Old Business:

- Strategic Plan Update- Goals
 - Utilization Review Improvement- Activities begin April 2020.
- § Establish User-Friendly FCCSA Website:
 - § Currently the CSA Account Specialist is working with IT to create a template of the website design to be approved by the CSA Coordinator to eventually launch.
 - There are four main links on the site: CPMT/FAPT, Case Mangers, Parents, and State Website Portal.
 - Minor details such as pictures and updated website wording/content need to be updated and decided upon by the CSA office.
 - § All content and documents have been uploaded but will be modified by IT to be fillable PDFs to avoid tampering with by site visitors.
 - § The case manager login forum has been created and requires an email login but is in the rough stages. The CSA office has decided to have the system request permission from the office prior to being given unlimited access to the site.

Key Tasks/Activities	Target Dates	Status
Create Web Page Layout	8/31/2019	Mock-up stage
Add/Update Page Content	9/30/2019	Complete
Create CM Access	11/30/2019	Pending
Website Testing	12/31/2019	
Roll out	1/1/2020	

- § FAPT Survey:
 - The CSA Coordinator is currently working other localities to get feedback on their survey processes.

Key Tasks/Activities	Target Dates	Status
Obtain feedback from other localities that survey families	8/31/2019	In progress
Determine population to survey	10/31/2019	
Determine format (smartphone app vs paper vs online survey)	1/31/2020	
Create Survey	3/31/2020	

Test Survey	5/31/2020	
Roll out	7/1/2020	

- Vendor Contracts
 - The team decided to go through the vendors above 3% on a case-by-case basis.
 - § CPMT considered the amount of increase requested, history of increases over the prior 3 years, and justification of increase to determine who would be approved the increase requested or who would be held to the 3% maximum. Letters will be sent to those providers who CPMT denied, offering an increase of 3% only.
 - § CPMT also agreed that vendors above 3% needed to submit the rate justification for FY20 prior to the CSA using the new rates on a purchase order.

New Business:

- FY20 CPMT Chair
 - The Health Department has requested their exclusion from completing the responsibilities of the Chair. A revision of the policy will be proposed at the next meeting.
- Updates to VDSS
 - A quick reference was provided to CPMT regarding Foster Care Policy updates that came into effect July 1. The policy includes information about assuming custody of victims of sex trafficking. Fredrick County CSA will not likely have a significant impact from this population.
- Intercept Health- Notification to CPMT
 - A resident at Intercept’s Frederick House group home committed suicide.
- 2019 Service Gap Survey-
 - Results from the Gap survey have been distributed.

Review Assigned Tasks:

- The CSA Coordinator will continue with contacting and getting feedback from other localities about FAPT/CFTM surveys.
- The CSA Account Specialist will continue working on completely the tasks assigned for the first due date for the CSA Website.
- The CSA Coordinator will revise CPMT Chair rotation for approval at the August CPMT meeting.

Next Meeting: The next CPMT meeting is Monday, August 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, October 22, 2019 in the CSA conference room on the 2nd Floor of the County Administration building from 1pm-2pm.

Adjournment: Mark Gleason made a motion to adjourn; Jay Tibbs seconded; the CPMT approved. The meeting was adjourned at 3:05pm.

Minutes Completed By: Brittany Arnold



Frederick County CSA Update: July 2019

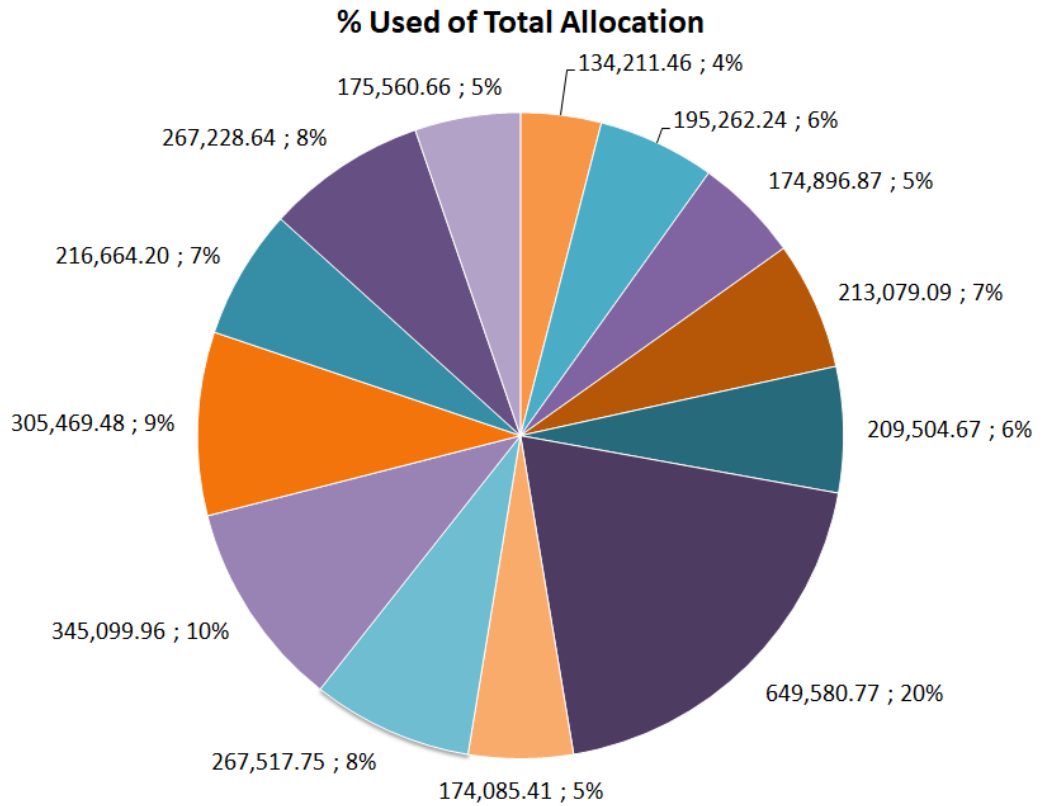
Financial Report
of Reports
Submitted: 12

YTD Total Net Spent with Wrap:
\$3,152,600.54

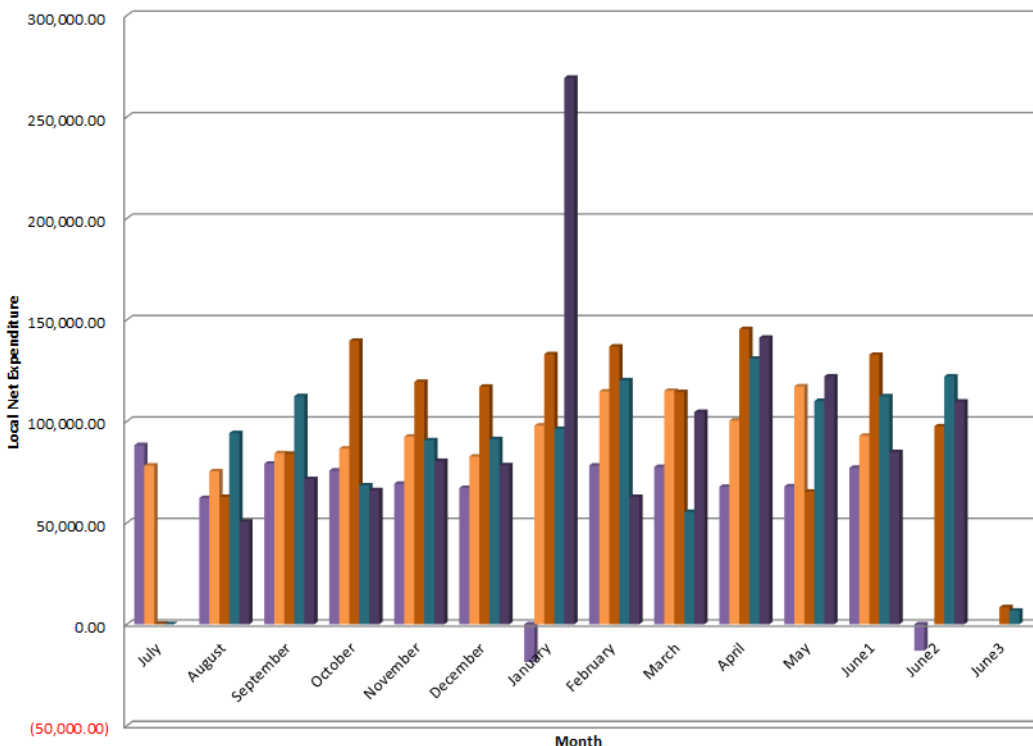
YTD Local Net:
\$1,241,494.35

Supplemental Requested:
\$275,139.20

Distributed:
\$275,139.20



Monthly Local Share Expenditures



Actual Balances as of 8/19/19:

Total w/o Wrap:
\$88,214.51

Non-Mandated:
\$15,003.45

Add't Wrap:
\$27,413.31

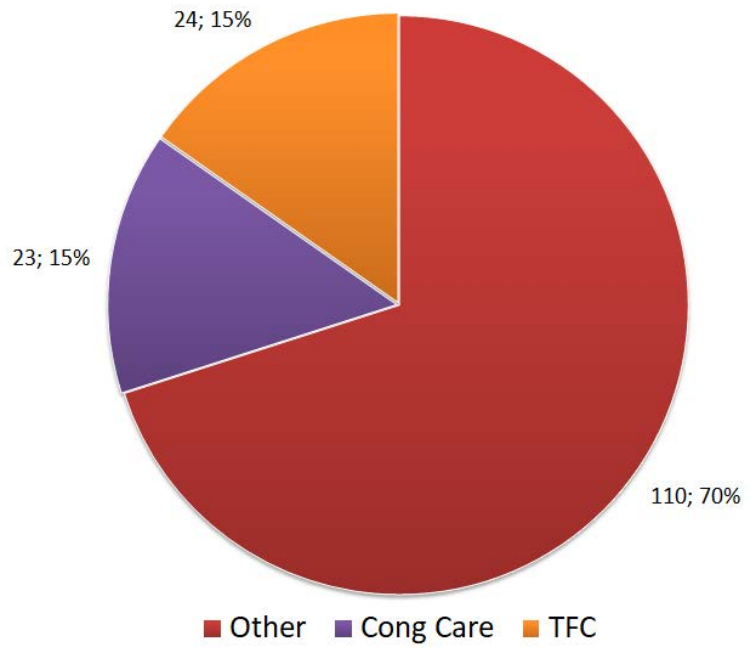
SpEd Wrap:
\$1,513.81

CSA Updates:

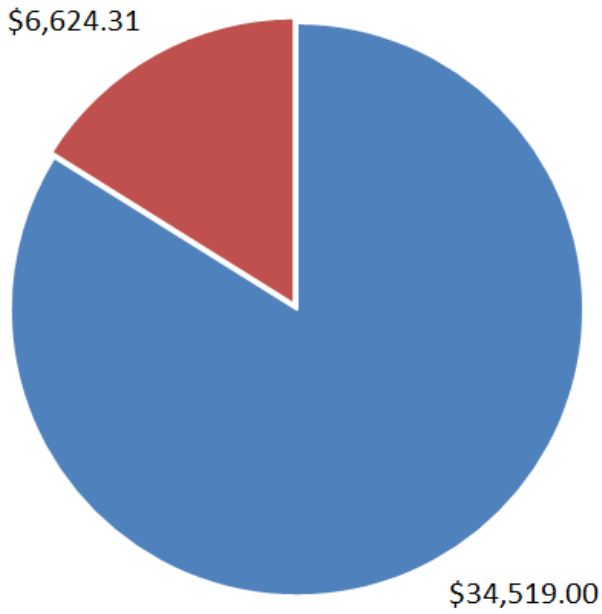
*HFW Wrap ICC
Expansion Grant Year 3*

- 25 of 25 Referrals
- 19 from Frederick County (2 not counted)

Placement Environment



SpEd Wrap Used

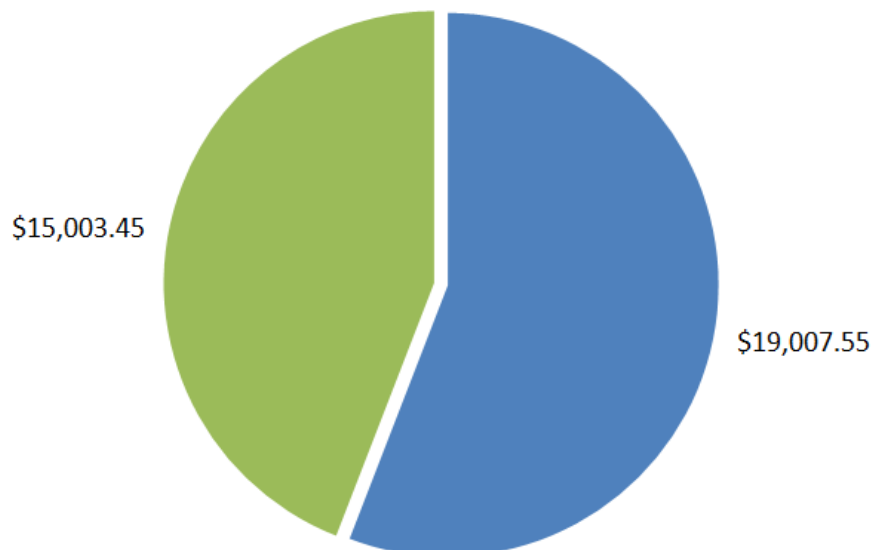


Unduplicated Child
Count Served to Date:
157

Youth in Congregate
Care to Date: 23

Youth in TFC to Date: 24

NonMandated Used



SpEd Wrap
Encumbered:
\$0.00

NonMandated
Encumbered:
\$0.00

**Community Comprehensive Services
EVALUATION (for families to complete)**

FAPT date:

Referral agency:

Service Provider:

Child's age:

Child's gender:

Type of Service:

- Day School Foster home Therapeutic FH
 Community based/In-Home Therapist Residential
 Group home One to one aide Other

	Poor		Fair		Excellent
How well is the communication from your case manager?	1	2	3	4	5
How well were you informed about the FAPT process?	1	2	3	4	5
How much input did you have in the selection of service providers?	1	2	3	4	5
How well is the provider meeting your Child's needs	1	2	3	4	5
Do you feel that your child/family is treated with respect and dignity?	1	2	3	4	5
How well did the FAPT use your child/family's strengths in planning for services?	1	2	3	4	5

How successful are the services at this time? (Please check one)

- 1) Situation made worse
- 2) Minimal improvements
- 3) No change
- 4) Progress made, not complete
- 5) Desired outcomes obtained

Would you recommend this provider to another child / family for services?

No **Maybe** **Yes**
 1 2 3 4 5

Would you be interested in having a volunteer parent representative contact you for more information on the FAPT and CSA process? **YES** **NO**

Would you be interested in participating in a parent support/resource group? **YES** **NO**

(You can use the back of this page for your responses)

How can we make your FAPT/CSA experience better for you and your child?

What other types of community services do you think are needed for your child?

Thank you.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMO #19-07

TO: CPMT Chairs
CSA Fiscal Agents
CSA Coordinators

FROM: Maris Adcock, Finance and Business Operation Manager

DATE: July 16, 2019

SUBJECT: FY20 NON-MANDATED (PROTECTED) FUNDS
FY20 WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

FY20 Non-Mandated (Protected Funds)

Attached to this memo is a PFD file, which reflects the FY2020 Non-Mandated/Protected funds associated with a locality's Base Pool Allocation. The localities were provide their FY2020 Base Pool Allocation in CSA Administrative Memo #19-06.

Non-Mandated/Protected funds are a subset of a locality's Base Pool Allocation. The Non-Mandated/Protected funds are not additional funding. It is an amount of the Base Pool Allocation identified to be used for possible expenditures for non-mandated services.

FY20 Wrap-Around Services for Students with Disabilities

The FY2020 budget for CSA appropriates \$2.2 million for services in the category "Wrap-Around Services for Students with Disabilities" (SPED Wrap-Around). This specific appropriation represents a continuation for the CSA "earmark" funding for this particular service category.

This limited appropriation places several restrictions on expenditures for this category (i.e. expenditures may not exceed \$2.2 million in general funds statewide and the funds cannot be used for or transferred to other service categories). As with all CSA service funds, unspent funds cannot be carried forward from one fiscal year to the next. The Office of Children's Services (OCS) must allocate and manage these funds in such a manner as to ensure compliance with these restrictions.

The allocation and management of the funds are based on the following principles.

1. All localities should have an opportunity to utilize funds,
2. All localities should have access to funds, and
3. 100% of the earmarked funds will be available for allocation.

The process for allocation and management of FY2020 SPED Wrap-Around funds is the same as prior years. Please see the description below.

1. The initial allocation is calculated based on a locality's average utilization of SPED WRAP-Around funds over four funding years (FY2016 – FY2019).
 - a. If a locality has not expended these funds during the three most recently completed fiscal years (FY2016-2018), nor have they requested these funds during the fiscal year (FY2019), they did not receive an initial SPED Wrap-Around Allocation for FY2020.
2. If a locality does not receive SPED Wrap-Around funds in the initial allocation, they can complete the SPEDWRAP form found on the CSA website under Resources Forms. Submit the completed form by email to the OCS Finance and Business Office for review and consideration.
3. Mid-year recovery and reallocation of unutilized SPED Wrap-Around allocation:
 - a. Following the close of the second quarter (December 2019), a locality's expenditures of SPED Wrap-Around services will be analyzed.
 - b. If a locality has not recorded any expenditures for SPED Wrap-Around services in the CSA LEDRS system, the locality's current, SPED Wrap-Around allocation maybe unallocated and made available for redistribution.
 - c. A locality whose SPED Wrap-Around allocation has been unallocated due to no expenditures having been reflected in the CSA LEDRS system may request a reallocation of SPED Wrap-Around. This will require the completion of the SPEDWRAP Form located on the CSA website under Resources Forms. Send the completed form to the OCS Finance and Business Office for review and consideration.
4. If at any point in FY2020 a locality needs additional SPED Wrap-Around funds, the locality may submit the SPEDWRAP form located on the CSA website under Resources Forms. Then email the completed form to the OCS Finance and Business Office requesting consideration for allocation of additional funds.

Requests for additional funds will be supported based on available unallocated funds. The total SPED Wrap-Around Allocation cannot exceed \$2,200,000.

The use of mandated funds for "Wrap-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified educational disabilities affect adjustment outside the school environment. Such services may provide critical supports for youth who face significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around services and to identify strategies to maximize utilization of community-based supports for all youth.

Questions regarding the SPED Wrap-Around allocation process may be directed to Maris Adcock by phone at (804) 662-7451 or by e-mail at maris.adcock@csa.virginia.gov.

cc: Scott Reiner
Zandra Relaford



Office of Children's Services
Empowering communities to serve youth

Audit Plan

Fiscal Years 2020 - 2022

July 23, 2019



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

July 23, 2019

MEMORANDUM

TO: Scott Reiner, Executive Director
FROM: Stephanie S. Bacote, Program Audit Manager
SUBJECT: Fiscal Years 2020-2022 Audit Work Plan

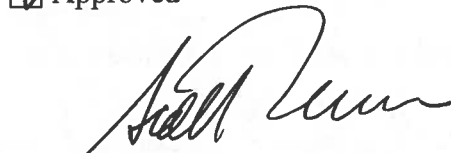
The Fiscal Years 2020-2022 Audit Work Plan for the Office of Children's Services (OCS) Program Audit Activity is enclosed. The workload is divided into three audit categories:

- On-Site Audits
- Self-Assessment Audits
- Special Projects

The scope of these audits is to conduct an independent, objective evaluation of locally administered Children's Services Act (CSA) programs in order to provide reasonable assurance that the mission, vision, goals and objectives of CSA and OCS are accomplished. The basis for the audit selections included risk assessment, management input, and the established audit cycle (every three years). In addition, due consideration was given to the availability of resources to successfully execute this plan. We anticipate that audits of all local CSA programs will be conducted by the end of the audit plan cycle.

In accordance with the Institute of Internal Auditors, Standards for the Professional Practice of Internal Auditing, we are submitting this plan for your approval.

Approved



Scott Reiner, Executive Director



INTRODUCTION

The Program Audit Activity of the Office of Children's Services (OCS) is responsible for evaluating the adequacy and effectiveness of the systems of internal control and quality of performance in meeting mission requirements established by the State Executive Council (SEC) and the locally administered programs of the Children's Services Act (CSA). To accomplish our objective of promoting effective controls, high standards for sound fiscal accountability, and responsible use of taxpayer funds, our audits provide analyses, appraisals, recommendations, counsel, and information concerning various activities of CSA to assist CSA employees, partners, and other stakeholders to effectively administer CSA.

We will add value to OCS goals by:

- Reviewing the adequacy of CSA risk management, governance, and control processes.
- Determining whether the established goals and objectives of CSA are accomplished.
- Determining the extent of compliance with CSA laws, statutes, policies and procedures, etc.
- Reviewing the reliability and integrity of CSA program and financial information.
- Evaluating the controls governing the safeguarding of CSA assets and/or data.
- Appraising whether CSA resources are used effectively and efficiently.
- Recommending operational improvements.

Program Audit personnel possess the training, expertise, and experience to effectively evaluate locally administered CSA programs. Auditors are required to comply with the continuing professional education criteria established by the Institute of Internal Auditors and the Department of State Internal Auditor. Personnel are encouraged to pursue professional certification as Certified Internal Auditors.

We will continue to look for ways to improve our audit programs to ensure that we consistently add value to the Office of Children's Services.

A handwritten signature in blue ink, which appears to read 'Stephanie S. Bacote', is written over a horizontal line.

Stephanie S. Bacote, CIGA
Program Audit Manager

AUDIT WORK PLAN SUMMARY

FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022
Alleghany/Covington	Accomack/Northampton	Albemarle
Arlington	Amherst	Alexandria
Bristol/Washington	Appomattox	Amelia
Buchanan	Augusta/Staunton/Waynesboro	Bath
Campbell	Caroline	Bedford County
Carroll	Charles City	Bland
Chesapeake	Charlotte	Boteourt
Danville	Chesterfield/Colonial Heights	Brunswick
Fauquier	Culpeper	Buckingham
Floyd	Cumberland	Charlottesville
Fluvanna	Dickenson	Clarke
Franklin County	Essex	Craig
Giles	Fairfax/Falls Church	Dinwiddie
Greene	Frederick	Franklin City
Halifax	Goochland	Fredericksburg
Henrico	Henry/Martinsville	Galax
Hopewell	King William	Gloucester
King George	Loudoun	Grayson
Lancaster	Louisa	Greensville/Emporia
Lee	Lunenburg	Hampton
Lynchburg	Manassas City	Hanover
Madison	Manassas Park	Highland
Mecklenburg	Nelson	Isle of Wight
Montgomery	Newport News	James City
Norfolk	Page	King & Queen
Nottoway	Patrick	Mathews
Orange	Petersburg	Middlesex
Pittsylvania	Pulaski	New Kent
Portsmouth	Richmond City	Northumberland
Prince William	Roanoke County	Norton
Rappahannock	Russell	Poquoson
Roanoke City	Salem	Powhatan
Rockbridge/Lexington/Buena Vista	Smyth	Prince Edward
Rockingham/Harrisonburg	Spotsylvania	Prince George
Scott	Suffolk	Radford
Sussex	Warren	Richmond County
Tazewell	Westmoreland	Shenandoah
Virginia Beach	Williamsburg	Southampton
Wise	Winchester	Stafford
Wythe	York	Surry

FY 2020 AUDIT WORK PLAN HOURS

LOCALITY AUDITS, PROJECTS, AND REVIEWS			
Onsite Audits	Planned Work Hours	Self-Assessment Validations	Planned Work Hours
Alleghany/Covington	230	Buchanan	40
Arlington	230	Bristol/Washington	40
Carroll	230	Campbell	32
Chesapeake	230	Floyd	40
Danville	230	Giles	32
Fauquier	230	Greene	32
Fluvanna	230	King George	40
Franklin County	325	Lee	40
Halifax	200	Montgomery	32
Henrico	325	Norfolk	40
Hopewell	230	Nottoway	32
Lancaster	115	Pittsylvania	32
Lynchburg	325	Portsmouth	32
Madison	200	Prince William	32
Mecklenburg	200	Rockingham/Harrisonburg	40
Orange	230	Tazewell	40
Rappahannock	125	Virginia Beach	40
Roanoke City	325		
Rockbridge/Lexington/Buena Vista	275		
Scott	200		
Sussex	125		
Wise	230		
Wythe	230		
Special Projects			Planned Work Hours
To be determined			220

Total Work Plan Hours	6106
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Refer to the Audit Work Plan Summary for the listing of planned audits for fiscal years 2021 - 2022. Classifications of audits as either on-site or self-assessment validation engagement for fiscal years 2021 - 2022 will be scheduled in accordance with the results of the annual risk assessment. Pending the results of the annual risk assessment, the Audit Work Plan Hours for fiscal years 2021 - 2022 will be updated and published accordingly.



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES


Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

Administrative Memo #19-08

To: CSA Coordinators

CC: CPMT Chairs

From: Scott Reiner 

Re: Reporting FY2020 Private Day Special Education Rates

Date: August 2, 2019

This Administrative Memo is to provide guidance for reporting to the Office of Children's Services (OCS) of your FY2020 negotiated rates for private day special education programs. The collection of these rates is required by the FY2019-2020 Appropriation Act (Item 282. N.) and will support OCS's activities to comply with the requirements that FY2020 private day special education rates increase at no more than two percent from the rates paid in FY2019.

You have previously submitted your FY2019 negotiated rates for these programs. Following the instructions in the included document, please update no later than September 1, 2019, your FY2020 negotiated rates via the Local Government Reporting portal on the CSA website. CSA Coordinators can complete this task by logging into Local Government Reporting and following the instructions provided.

Please note that reporting (and the 2% limit on rate increases) on private day special education is for tuition rates (which should be coded in LEDRS as CSA Service Name 26, Private Day School, per diem rate). Ancillary services such as speech therapy, occupational therapy, transportation, etc. (which should be coded in LEDRS as CSA Service Name 36, Special Education Related Services, typically billed on an hourly or per session rate) are excluded from the 2% increase limit and it is not necessary to update the rates for these services, even if you provided these rates in FY2019.

Please feel free to contact Preetha Agrawal, the OCS IT Director with technical questions about completing this process. Questions about what programs should be reported on or how to code (CSA Service Name 26 or 36) special education services and expenditures can be directed to me or Kristi Schabo.

Thank you for your cooperation.