

# FREDERICK COUNTY CPMT AGENDA

November 25, 2019  
1:00 PM  
107 N Kent St  
Winchester, VA  
1<sup>st</sup> Floor Conference Room

## Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
  - A. Approve October Minutes
  - B. Approve Budget Request Forms
- IV. Executive Session
  - A. As Needed
- V. Committee Member Announcements
  - A. As Needed
- VI. CSA Report Jackie Jury
  - A. Financial Report
  - B. CSA Updates
    1. HFW ICC Expansion Grant Update
- VII. Old Business Jackie Jury
  - A. Strategic Plan Update
    1. UM/UR
    2. CSA Website
    3. Survey
  - B. Vendor Contract
    - Haven Mental Health Center, Inc. added In-Home Behavioral Support
  - C. Confidentiality Agreements
- VIII. New Business
  - A. FFPS Integration Model Tami Green
- IX. Review Assigned Tasks
- X. Next Meetings
  - CPMT December 16, 2019, 1<sup>st</sup> Floor Conference Room- See Memo for future dates
- 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 October 28<sup>th</sup>, 2019**

The Community Policy and Management Team (CPMT) Committee met on October 28, 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
- Jay Tibbs, Frederick County Government
- Dana Bowman, Children Service of Virginia
- Michele Sandy, Frederick County Public Schools
- Dawn Robbins, Parent Representative

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

- Tamara Green, Frederick County DSS
- Mark Gleason, Northwestern Community Services Board
- Peter Roussos, Court Services Unit

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

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

***Call to Order:*** Jay Tibbs called the meeting to order at 1:15pm.

***Adoption of October Agenda:*** Dr. Colin Greene made a motion to adopt the June agenda as amended; Dawn Robbins seconded; CPMT approved.

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

- September 23rd CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

***Adoption of September Minutes:*** Michele Sandy made a motion to approve the September minutes; Dana Bowman seconded; the CPMT approved.

***Adoption of Budget Request Forms:*** Michele Sandy made a motion to approve the Budget Request Forms; Dana Bowman seconded; the CPMT approved.

***Adoption to Convene to Closed Session:*** On motion duly made by Dr. Colin Green and seconded by Dawn Robbins, 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. 1:1 Funding without prior authorization
  2. Extended Parental Agreement Update

**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; Michele Sandy 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.

Michele Sandy	Aye
Dr. Colin Greene	Aye
Jay Tibbs	Aye
Dawn Robbins	Aye
Dana Bowman	Aye

- A motion was made by Michele Sandy and seconded by Dr. Colin Greene to approve and make the discussed payments during Executive Session

**Committee Member Announcements:**

**CSA Report:** 2020 Pool Reimbursement: net expenditures were \$384,228.82 with a local match of \$153,000.23. September expenditures were \$263,453.65, approximately 8% of the budget. Of the 93-youth served to date, 13 have been in congregate care and 11 in a TFC.

**Non-mandated Budget:** The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. For FY20, \$ 5,423.75 has been spent and \$27,992.50 is currently encumbered.

**Special Education Wrap Budget:** Frederick County has \$16,442.00 allocated in SpEd wrap funds. To date, \$12,073.00 has been used and an additional \$99,724.00 is encumbered.

**Office Updates:**

- High Fidelity WrapAround SOC Grant
  - The current grant year started on October 1, 2019. The goal for the year is 40 cases, the region has 10 cases that rolled over from last grant year. Of those, 8 are from Frederick, 2 from Warren, 1 from Winchester City, and 1 from Clarke. Two additional have been referred and will be starting shortly.

**Old Business:**

- Strategic Plan Update- Goals
  - Utilization Review Improvement

<b>Key Tasks/Activities</b>	<b>Target Date</b>	<b>Status</b>
Seek feedback from other localities (lessons learned)	4/30/2020	Not started
Determine population/services to be included	6/30/2020	
Develop Job Description/Provider Expectations	8/31/2020	
Determine RFP vs MOU	10/31/2020	
Develop RFP or MOU	12/31/2020	
Contact providers for svcs/contracting	1/31/2021	
Contract/MOU with provider	5/31/2021	
Roll out	7/1/2021	

- Establish User-Friendly FCCSA Website

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

Andrew is completing the design for individual portals themselves.

Portal 1: Case managers- to include buttons with links to the vendor rates, CSA policies, and CSA documents. CSA documents will be set up in a table, one column will be the document itself and the other column will be a description

Portal 2: Parents- a CSA bio page and information about CSA and forms for parents/ other public knowledge docs

Portal 3: FAPT/CPMT- calendars for both and folder for CPMT minutes

Portal 4: OCS website- just links straight to the website when you click on it

Andrew has also completed all the CSA forms to make them fillable which have been uploaded to the mockup.

He was also provided with DSS CM's emails to do a trial run.

- Measure Program and Quality of Services

<b>Key Tasks/Activities</b>	<b>Target Dates</b>	<b>Status</b>

Obtain feedback from other localities that survey families	8/31/2019	Collaborating Regionally to develop and create.
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	

The next meeting is currently in the process of being scheduled.

- Vendor Contracts
  - Compass Counseling Services of NOVA, LLC is adding ABA to their service array. This will need CPMT approval prior to utilizing.
  - A motion was made by Michele Sandy and seconded by Dana Bowman to allow the additional service at the \$75.00 rate to the current FY20 Compass rate sheet.
- Confidentiality Agreements
  - The proposed FC Confidentiality Agreement revisions were completed based on feedback provided by CPMT at the previous meeting. After also discussing penalties of breaching confidentiality with OCS, the CSA Coordinator was informed that penalties are based on each agency's specific policies regarding breach of confidentiality. The CSA Coordinator added an overarching statement regarding penalties to the Frederick County CPMT Confidentiality Agreement.
  - Dr. Greene brought to the team's attention that not all information discussed in the meetings are confidential, especially the information shared to the public forum. Therefore, the wording should reflect a more specific statement pertaining to "all protected information" or "all information discussed during executive session."

The team decided to sign the updated agreement at the next meeting, pending an agreement on the wording.

***New Business:***

- Proposed Revision to Emergency Funding Policy
  - In consultation with OCS, the easiest and best way to allow immediate access to ICC and FSP is to adjust the Emergency Funding Policy. OCS recommended that an independent person be allowed to sign off on the funding to maintain separation of duties and checks and balances, as well as, maintain CPMT authority.

§ The implementation of ICC and FSP is now only requires the CSA Coordinator's signature, no longer requiring two CPMT signatures
  - A motion was made by Dr. Colin Greene and seconded by Dawn Robbins to approve the Emergency Funding Request policy revision.

***Review Assigned Tasks:***

- The CSA Coordinator will make a date for a regional discussion of surveys.
- The CSA Account Specialist will work with IT to begin testing out case manager logins into the new website design.

***Next Meeting:*** The next CPMT meeting is Monday, November 25<sup>th</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, March 31<sup>st</sup>, 2020 in the CSA conference room on the 2<sup>nd</sup> Floor of the County Administration building from 1pm-2pm.

***Adjournment:*** Dr. Colin Greene made a motion to adjourn; Michele Sandy seconded; the CPMT approved. The meeting was adjourned at 1:55pm.

***Minutes Completed By:*** Brittany Arnold



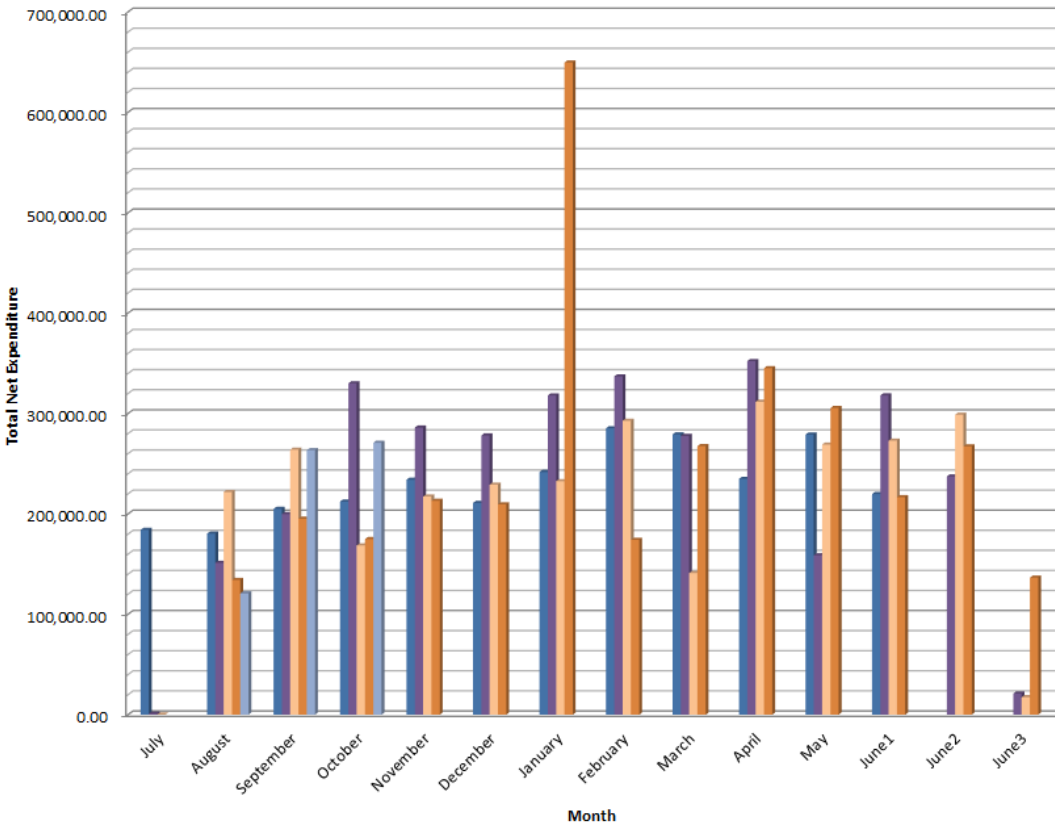
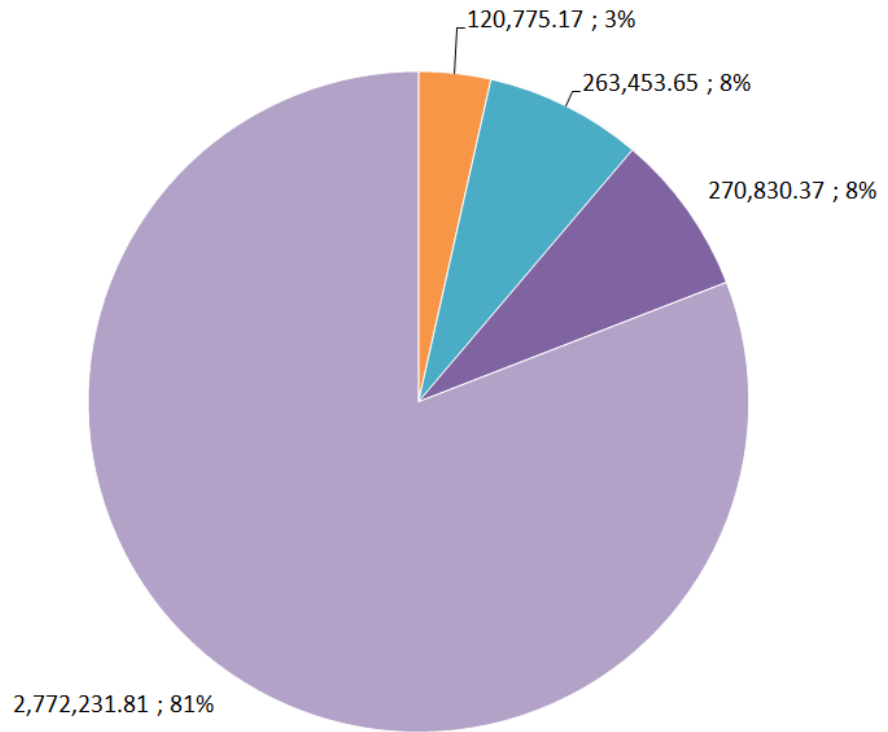
# Frederick County CSA Financial Update: October 2019

# of Reports Submitted: 3

YTD Total Net Spent with Wrap: \$655,059.19

YTD Local Net: \$262,790.60

% Used of Total Allocation



Balances

Total w/o Wrap: \$2,795,574.06

Non-Mandated: \$23,404.25

SpEd Wrap Add't Allocation: \$45,631.63

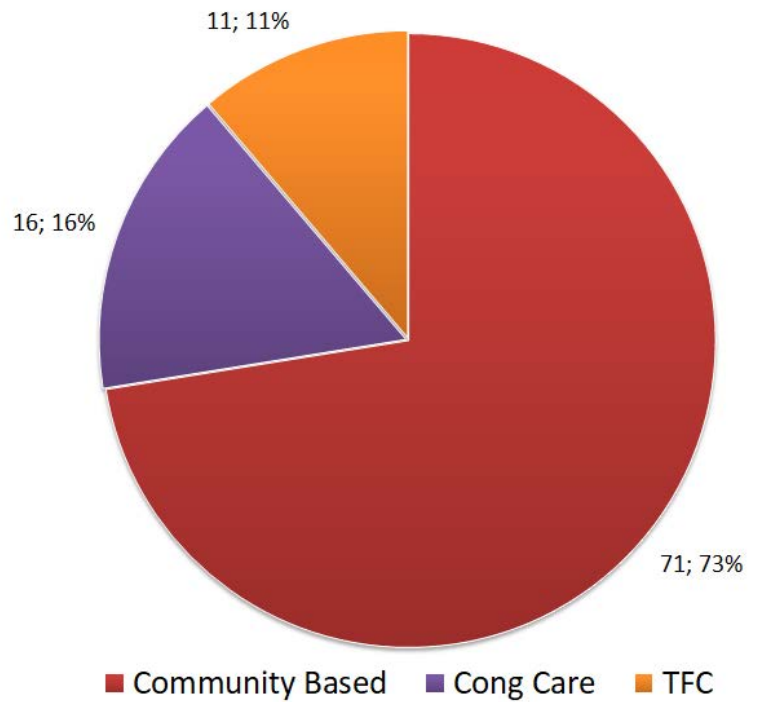
SpEd Wrap: \$4,369.00

HFW Wrap Expansion Grant  
Updates:

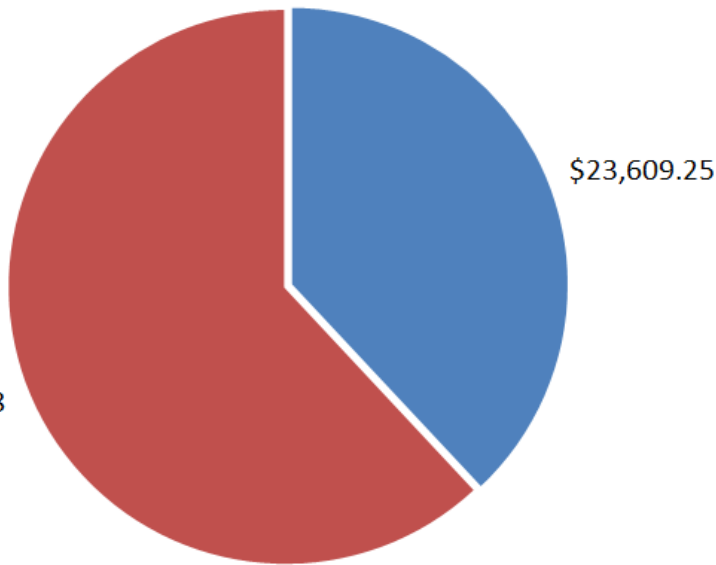
Grant Year 4:

- 11 of 40 Required Referrals
- 8 from Frederick, 1 from Warren, 1 from Winchester, & 1 from Clarke

**Placement Environment**



**SpEd Wrap Used**



SpEd Wrap Encumbered:  
\$87,505.00

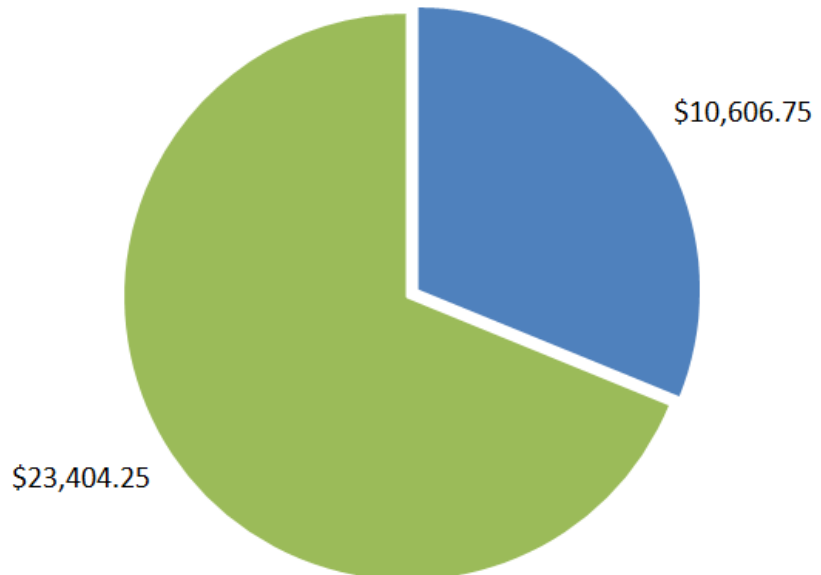
NonMandated Encumbered:  
\$22,365.00

Unduplicated Child Count Served to Date:  
98

Youth in Congregate Care to Date: 16

Youth in TFC to Date: 11

**NonMandated Used**







## RATE SHEET 2019/2020

INTENSIVE CARE COORDINATION:	\$1000.00/month
COMMUNITY BASED COUNSELING:	\$55.00/Hour
THERAPEUTIC MENTORING:	\$50.00/Hour
IN-HOME SERVICES:	\$60.00/Hour
PARENT MENTOR/COACHING:	\$50.00/Hour
INDEPENDENT LIVING TRAINING:	\$50.00/Hour
OUTPATIENT COUNSELING:	\$100.00/Hour and Up.
EDUCATIONAL GROUP:	\$50.00/Hour
COMPASSION FATIGUE GROUP:	\$90.00/Hour
IN HOME BEHAVIORAL SUPPORT:	\$55.00/Hour



## SERVICE DESCRIPTION: IN-HOME BEHAVIORAL SUPPORT

### DESCRIPTION:

In-Home Behavioral Support is a service designed to meet the needs of youth and families who are in need of a skilled individual in the home and community setting to meet identified needs defined by the family. Typically, these needs are often around behavior monitoring, behavioral support and modification, supervision, and helping with the ability to express needs and wants from both child and parent. Responsibilities include supervision and monitoring, processing situations with youth and parent, performing daily living tasks when necessary, supporting community outings both with and without the parent present, exposing the youth to new or existing activities that are identified as needs in a goal plan, and other tasks that make maintaining the youth in the home possible.

### RATIONALE:

This service is being developed in response to the needs identified by a number of families in order to bring their children with very high needs home from residential treatment or prevent placement out of the home. These children to date have been identified as being on the Autism Spectrum. However, this service is not necessarily limited to this population alone.

Currently families have options for meeting these needs in the home. Medicaid funds an attendant to address these needs. This service is designed to meet the above identified needs, but in reality, is ineffective at meeting these needs for the population of children this service targets. The Medicaid waiver is set up for the family to access on their own, and they often get individuals with very little to no training who often do not remain with the family for long due to the very low pay scale and the lack of support from an agency structure. The waiver is effective for youth with lower level needs who don't require intense numbers of hours or interventions but has not worked for the families that will be accessing this service. The other service available to families for addressing these needs is Applied Behavioral Analysis. This is also a funded service through Medicaid and is very effective at working with this population of youth. Families have said it works well but is very intense in nature and difficult to do for lengthy periods of time. In talking with families who have not had long term success keeping or bringing their children home, they identified the need for a support in the home that is in line with the description above. The other piece of this is that families will meet with and interview the potential In-Home Behavioral Support staff themselves rather than just having an agency pick a person the agency thinks will meet the needs as listed in the referral.



## SERVICE PROVISION

This service will be provided in the home and community setting to children and families who meet the level of need described above. Staff will receive regular supervision and training from the agency that employs them. This supervision and training will target strategies specific to each child and will aid in the development of a goal plan produced by the family to meet the needs they identified as being necessary to maintain the child in the home. Staff will also work very closely with all other providers, especially clinical staff such as ABA, to help transition skills to the home and practice skills being learned with both parent and child. The goal would be that the staff would be an extension of the clinical providers in their ability to use and instill the clinical work being done, with outcome goal of having this becoming the daily routine and method of interacting at the home.

**Frederick County CSA**  
**CPMT Member**  
**CONFIDENTIALITY AGREEMENT**

I, THE UNDERSIGNED, DO HEREBY AGREE TO COMPLY WITH VIRGINIA CODE 2.2-5210 AND DO HEREBY AGREE TO PRESERVE THE CONFIDENTIALITY OF ALL PROTECTED INFORMATION TO WHICH I MAY HAVE ACCESS, EITHER WRITTEN OR VERBAL, WHILE PARTICIPATING IN, OR PROVIDING SUPPORT TO, THE FREDERICK COUNTY CHILDREN'S SERVICES ACT PROGRAM.

**§ 2.2-5210. Information sharing; confidentiality**

All public agencies that have served a family or treated a child referred to a Family Assessment and Planning Team (FAPT) shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held 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 whose case is being assessed by this team or reviewed by the Community Policy and Management Team (CPMT) shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § [2.2-2648](#).

**I have read, understand and agree to abide by this agreement on confidentiality and all other laws and regulations pertaining to confidentiality of persons served. Failure to comply with this agreement may result in any penalties and actions set forth in the regulations within the individual's respective agency.**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*

**Frederick County CSA**  
**FAPT Member**  
**CONFIDENTIALITY AGREEMENT**

I, THE UNDERSIGNED, DO HEREBY AGREE TO COMPLY WITH VIRGINIA CODE 2.2-5210 AND DO HEREBY AGREE TO PRESERVE THE CONFIDENTIALITY OF ALL PROTECTED INFORMATION TO WHICH I MAY HAVE ACCESS, EITHER WRITTEN OR VERBAL, WHILE PARTICIPATING IN, OR PROVIDING SUPPORT TO, THE FREDERICK COUNTY CHILDREN'S SERVICES ACT PROGRAM.

**§ 2.2-5210. Information sharing; confidentiality**

All public agencies that have served a family or treated a child referred to a Family Assessment and Planning Team (FAPT) shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held 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 whose case is being assessed by this team or reviewed by the Community Policy and Management Team (CPMT) shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § [2.2-2648](#).

**I have read, understand and agree to abide by this agreement on confidentiality and all other laws and regulations pertaining to confidentiality of persons served. Failure to comply with this agreement may result in any penalties and actions set forth in the regulations within the individual's respective agency.**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*