

FREDERICK COUNTY CPMT AGENDA

August 24, 2020

1:00 PM

107 N Kent St

Winchester, VA

Cisco Webex Video Conference

Meeting link:

<https://countyoffrederickva.my.webex.com/countyoffrederickva.my/e.php?MTID=m7b3cc55f497a033af38ba985e7898b69>

Meeting number:

190 000 706

Host key:

588761

Join by phone

US Toll: 1-650-479-3208

Access number:

190 000 706

Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. July Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. As Needed
- V. Committee Member Announcements
 - A. COVID-19 Update Dr. Greene
 - B. Other Announcements
- VI. CSA Report Jackie Jury
 - A. July Financial Report
 - B. CSA Updates
- VII. Old Business Jackie Jury
 - A. Tabled until further Notice: Strategic Plan Update
 - B. Tabled until further Notice: Families First Prevention Services Integration Model
 - C. Tabled until further Notice: EBP Regional Learning Collaborative
 - D. Access to funding by Non-CSA youth – Status Update
- VIII. New Business Jackie Jury
 - A. FAPT Private Provider Representative
 - B. Administrative Memo #20-05
 - C. DSS Broadcast
 - D. FY21 Audit Plan
- IX. Assigned Tasks
- X. Next Meetings
 - CPMT September 28, 1:00pm, 1st 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 July 27th, 2020

The Community Policy and Management Team (CPMT) Committee met on July 27, 2020. Members participated via WebEx video conference.

The following members were present via Cisco Webex video conference:

- Jay Tibbs, Frederick County Government
- Tamara Green, Frederick County DSS
- Michele Sandy, Frederick County Public Schools
- Mark Gleason, Northwestern Community Services Board
- Dawn Robbins, Parent Representative
- David Ally, Private Provider Representative, Grafton Integrated Health Network
- Dr. Colin M. Greene, Lord Fairfax District Health Department

The following members were not present:

- Peter Roussos, Juvenile Court Services Unit

The following non-members were present:

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

Call to Order: Tamara Green called the meeting to order at 1:07pm.

Adoption of July Agenda: Mark Gleason made a motion to adopt the July agenda; Michele Sandy seconded; CPMT approved.

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

- June 22nd CPMT Minutes: Dawn Robbins made motion to approve the May minutes; Jay Tibbs seconded; the CPMT approved.
- Budget Request Forms – Confidential Under HIPAA.: Dawn Robbins made a motion to approve the Budget Request Forms; Jay Tibbs seconded; the CPMT approved. Private Provider and Parent Representatives abstained from voting on funding for youth receiving services provided by their respective agency or where there may appear to be a personal financial gain from the provision of services

Executive Session was planned for a case but was not necessary, as no identifying information was needed. A motion was made by Mark Gleason to approve the case issue as presented to CPMT; Jay Tibbs seconded and the CPMT agreed.

Committee Member Announcements:

- Dr. Colin Greene provided an update about COVID-19 in Virginia.
 - Dr. Greene reported that most of the spike in positive cases occurred in Hampton Roads and the southwest area of the state. He specified no spike or significant death increase in the Frederick County area.
 - Dr. Greene recommended the best way to prevent a rebound or continued spread of the virus is to wear a mask.
- Tamara Green asked Michele Sandy about the plan for providing instruction to student's during the upcoming school year. Michele reported that families of Frederick County students were sent surveys to choose a preferred method of instruction including both virtual and in person learning. Tamara requested review to assure inclusion of foster parents for youth in Foster Care, as they are integral in the decision.

CSA Report: 2020 Pool Reimbursement: net expenditures were \$3,088,366.90 with a local match of \$1,245,271.73. June expenditures were \$261,981.35 approximately 7% of the budget. Of the 138-youth served to date, 21 have been in congregate care and 13 in a TFC. The remaining 104 youth have been served in the community.

Non-mandated/Protected Funds Budget: The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. For FY20, \$28,457.42 has been spent and \$0.00 is currently encumbered. Currently there is \$5,553.58 remaining for FY20

Special Education Wrap Budget: Frederick County was initially allocated \$16,442.00, with additional allocations of \$45,631.63, \$89,743.45, and \$55,555.56 in SpEd wrap funds. To date, \$159,039.25 has been used and an additional \$6,825.00 encumbered.

Office Updates:

- High Fidelity WrapAround SOC Expansion Grant
 - The current grant year started on October 1, 2019. The goal for the year is 40 cases, the region has 20 cases. Of those, 12 are from Frederick, 2 from Warren, 5 from Winchester City, and 1 from Clarke.

Old Business:

- Strategic Plan Update- Goals: Tabled until further notice
- Families First Prevention Services Integration Model: Tabled until further notice
- EBP Regional Learning Collaborative: Tabled until further notice
- Discussion about Process by which Non-CSA youth can access funding:
 - FCPS staff participated in the May meeting to discuss the process experienced by caregivers when requesting CSA funds for youth not already involved in the CSA process. A subcommittee met a week after May's CPMT to discuss in further detail.

- The FCPS subcommittee members decided to include their administration to further discussion make suggestions to expedite funding for those youth. As a result, FCPS provided the following suggestions.
 1. Notification to the community for youth who are close to discharge and have recommendations to continue residential treatment.
 2. Review the current documentation process
 3. Provide more explicit language on the Parent Portal about paperwork required for the FAPT process
 4. Allow the school system to case manage until an appropriate case manager assigned
- The CSA Coordinator provided an illustration of the Parental Referral process.
- Mark opined that the school's primary concern is the speed at which funding can be accessed and more discussion with FCPS is needed to clarify their expectations. He acknowledged the process can only be compressed as much as minimally necessary to meet requirements for a Parental Agreement placement.
- Mark proposed the notion that improved discharge planning and procedures by DBHDS may facilitate CSA's process.
- Mark recommended a second subcommittee meeting to discuss expectations of FCPS.
- ICC/FSP Rate Structure:
 - Haven Mental Health Center requested a bundled rate structure for ICC/FSP. Discussion in June centered around the impact this might have. CPMT requested additional information. Chris Rousseau provided a more detailed explanation and outlined the benefits of bundling the rate for these services. The CSA Coordinator also provided a PowerPoint presentation with additional information.
 - Mark Gleason made a motion to accept Haven Mental Health Centers bundled ICC and FSP services as presented to CPMT; Michele Sandy seconded and the CPMT agreed.
- Vendor Contracts:
 - A letter was sent to providers indicating Frederick County's desire to limit rate increases to 3% and requested vendors to accept or reject the 3% limit. All vendors who declined to contract were asked to provide justification for their requested increase, if not previously provided. CPMT reviewed vendors' submitted documents.
 - Mark Gleason made a motion to approve the rate sheets of vendors who provided justifications for the increased rates over 3%; Dr. Colin Greene seconded and CPMT approved.

New Business:

- Mentoring Discussion- Tabled for next meeting
- EAS Winchester Policy Exception
 - With the deadline for submitting FY20 invoices fast approaching, EAS requested payment for 3 evaluations that have been almost completed but for the submission of

the corresponding reports. Dr. Szilagyi intends to provide full reports by the end of August, early September. A refund will be provided if all hours approved are not utilized. This would be an exception to the CPMT policy of requiring reports prior to payment for services.

- Tamara Green expressed concerns about EAS being habitually late and how the tardiness of the report causes delays in case progress and in some instances, case closures.
- Mark Gleason recommended being explicit with EAS about future expectations and to make it clear that delayed reports cause problems for all parties involved. CPMT approved payment of the three outstanding invoices in the interest of time and closing out the fiscal year, and the CSA Coordinator will explore whether reports are received in compliance with the contract and discuss any concerns with EAS as needed.
- Future Meetings:
 - The Team agreed to keep the November meeting date as is and change the December meeting to December 21st to better accommodate holiday schedules and ensure a quorum.

Review Assigned Tasks:

- The CSA Coordinator will investigate the timeliness of report submission and contact and draft a letter to EAS explicitly stating the expectations of CPMT if needed.
- The CSA Coordinator will schedule another subcommittee meeting to discuss access to funding for you who are not yet CSA eligible.

Next Meeting: The next CPMT meeting is Monday, August 24th, 2020 at 1:00 p.m. via Webex or in the First Floor Conference Room in the Frederick County Government Offices Administration Building.

Adjournment: Mark Gleason made a motion to adjourn; Dr. Greene seconded; the CPMT approved. The meeting was adjourned at 2:51 pm.

Minutes Completed By: Brittany Brewer



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

Administrative Memo #20-05

To: CSA Coordinators

CC: CPMT Chairs

From: Scott Reiner 

Re: Reporting FY2021 Private Day Special Education Rates

Date: August 11, 2020

This Administrative Memo is to provide guidance for reporting to the Office of Children's Services (OCS) of your FY2021 negotiated rates for private day special education programs. The collection of these rates is required by the FY2020-2021 Appropriation Act (Item 292. M.) and will support OCS's activities to comply with the requirements that FY2021 private day special education rates increase at no more than two percent from the rates paid in FY2020.

You have previously submitted your FY2020 negotiated rates for those programs used in that year. Following the instructions in the included document, please update, no later than September 15, 2020, your FY2021 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 FY2020.

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.

Thank you for your cooperation.

Erica Penn
108 Launchris Drive
Winchester, VA 22602

July 9, 2020

Frederick County FAPT
107 N. Kent Street
Winchester, VA 22601

To Whom It May Concern:

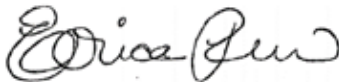
I am writing to express my interest in the position of Private Provider Representative on Frederick County's FAPT. I possess over 7 years experience in the area of child welfare as well as education and knowledge in working with families from both the social services and counseling arena.

As Site Director with Embrace TFC, I carry a caseload of TFC clients, assist in the recruitment and training potential foster families, supervise 3 staff members, and work closely with all parties connected with our foster youth. With this experience comes comprehensive knowledge of social work principles and practices, applicable laws and policies, and appropriate regulations in regard to human services. I have completed more than the required number of trainings mandated by Embrace TFC and the state of Virginia and I have participated in additional trainings and volunteer opportunities that have helped to advance me as a human service professional. Educationally, I hold a master's degree in mental health counseling. I am a licensed professional counselor in good standing.

I would bring to FAPT experience, dedication, and knowledge of how to work with families from an ethical and strength-based perspective as well as an understanding of the finances required to assist families in need. Additionally, I also have strong knowledge of community resources that can be utilized as an alternative to using limited local and state funds.

Thank you in advance for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Erica Penn".

Erica Penn
Site Director
Embrace TFC

Erica Penn

108 Launchris Drive, Winchester, VA 22602
Phone: (619) 838-9022 Email: Erica.penn@embracefc.com

Summary of Qualifications

- § Licensed Professional Counselor (license #0701008434)
- § Over 2 years experience as site director of Embrace Treatment Foster Care.
- § Over 1.5 years experience direct supervision of 5 Therapeutic Day Treatment Counselors, each with a client base of 4-8.
- § Over 1.5 years experience heading the SHAPES program in Shenandoah County to include providing outpatient counseling within the school setting for qualified clients and acquiring funding through FAPT.
- § Over 4 years experience at Winchester Department of Social Services including foster care worker, family services specialist, foster care prevention, and CPS.
- § Skilled in cultivating positive relationships between clients and colleagues as well as maintaining strong working relationships with community partners.

Experience

Embrace TFC, Site Director March 2018 - Present

- n Provides case management.
- n Completes all funding documents to include Medicaid preauthorization.
- n Ensures all clients and foster parents are in good standing with accurate and up to date documentation.
- n Completes initial and annual assessments for multiple NCG programs to include TDT, SBP, IIH, OP, and PP.
- n Participates in all FAPT meetings, court hearings, school meetings, child study, and other interdisciplinary or diagnostic meetings / assessments when necessary.

Additional Skills, Knowledge, and Abilities: Thorough knowledge of the Virginia state board of social services standards for license child-placing agencies as well as Embrace guidance and standards, and Medicaid requirements. Advanced communication and writing skills. Adaptability and ability to work with numerous community partners. Proficient in Extended Reach, Relias, Dayforce, and other various computer programs. Thorough knowledge of FAPT policies and procedures.

National Counseling Group, Clinical Supervisor May 2016 – March 2018

- n Provides on and off site direct supervision to a staff of 5 full-time TDT staff across all levels of education (elementary, middle, and high school). Works directly with staff to assist with trainings as necessary to better meet the clients needs.
- n Provides SHAPES services (out patient counseling) for qualified clients across the elementary, middle, and high school.
- n Completes required FAPT paperwork to secure funding for SHAPES services as well as completes monthly documentation for case managers and the CSA coordinator.
- n Completes initial and annual assessments for multiple NCG programs to include TDT, SBP, IIH, OP, and PP.
- n Completes quality assurance tasks to include monthly administration meetings with school administration and staff, as well as phone interviews with clients, parents, and case managers.

Additional Skills, Knowledge, and Abilities: Thorough knowledge of NCG guidance and standards and Medicaid requirements. Advanced communication and writing skills. Adaptability and ability to work with numerous community partners. Proficient in Credible, Relias, Dayforce, and other various computer programs. Thorough knowledge of FAPT policies and procedures.

National Counseling Group, Therapeutic Day Treatment Counselor December 2015 – May 2016

- n Provided school based services working with children to address mental health, and emotional and behavioral issues preventing success in the classroom setting.
- n Coordinated and collaborated with fellow TDT counselors as well as client's family and school administration to ensure quality care.
- n Completed all proper documentation thoroughly and in a timely manner.

Additional Skills, Knowledge, and Abilities: Thorough knowledge of NCG guidance and standards and Medicaid requirements. Advanced communication and writing skills. Proficient in Credible, Relias, Dayforce, and other various computer programs.

City of Winchester, Family Services Specialist III May 2011 – December 2015

- n Worked closely with both foster and biological families to ensure children removed from their families needs are met to include physical and mental health.
- n Worked diligently to reunite biological families when appropriate or connect children with their forever home when reunification was not an option.
- n Assessed client strengths and needs, made appropriate recommendations and referrals. Facilitated and participated in Family Team Meetings.
- n Coordinated services for families, conducted off-site visits, transported clients of children and families as needed and completed thorough and proper documentation on all cases.
- n Provided after hours on-call coverage and provided crisis intervention services.

Additional Skills, Knowledge, and Abilities: Thorough knowledge of VDSS policy and applicable laws, competence in Oasis and SPIDeR, competence in working with families in many diverse settings and situations, completion of numerous city and state mandated trainings.

Winchester Community Health Center, Intern March 2013 – November 2013

- n Provided individual counseling using a variety of counseling techniques to include CBT, DBT, person centered, and play therapy.
- n Lead weekly group sessions through the intensive outpatient program.
- n Completed psychosocial histories, conducted intake interviews, made diagnoses based on DSM-IV-TR criteria, and made treatment recommendations.

Additional Skills, Knowledge, and Abilities: Thorough knowledge of the DSM-IV-TR as well as several therapeutic approaches such as cognitive behavioral therapy and person centered therapy. Participated in weekly group and individual supervision.

Education

Master Degree in Mental Health Counseling, Walden University (3/2011 - 11/2014)

Bachelor Degree Psychology / Criminal Justice, Virginia Commonwealth University (8/1995 - 5/1999)

VIRTUAL LEARNING FOR CHILDREN IN FOSTER CARE



8/21/2020



Family Services

The purpose of this broadcast is to share timely information with the local departments of social services (LDSS) regarding questions that have arisen as schools reopen during the COVID-19 pandemic. Below are some Frequently Asked Questions around virtual learning and children in foster care. In the next week, these FAQs will also be incorporated into the overall Family Services COVID-19 FAQs.

Additionally, the Virginia Department of Education has created a state snapshot showing each school district's reopening plan which is being updated regularly. The snapshot tool can be located [here](#). It will also be added to the resources accessible through COMPASS|Mobile.

How should decisions be made about children in foster care attending school in the fall?

Since each school district will be providing education differently and some districts have provided families with different options, LDSS are encouraged to be supportive to their foster families based on the foster parents' needs, while considering the needs of children in foster care. The decision regarding the educational option that is chosen should include input from the child specific team, to include the child's family and foster family, and decided through an FPM or child and family team meeting. For children with an IEP, agencies should support the parent (or educational surrogate parent) in advocating for the school to meet the needs of the child, especially if there are concerns regarding virtual services or returning to the school building. Some schools are prioritizing children with IEPs for returning to school, which may or may not be a good match for the foster family's needs/concerns.

Can children in foster care be sent to private school or homeschooled based on the parent's or foster parent's preference?

VDSS strongly discourages children in foster care from being unenrolled from the public school for a variety of reasons, including access to services and educational stability.

The child specific team, to include the child's family and foster family, should be utilized in any discussion regarding removing the child from public education and seeking education through homeschooling or private school. The team should consider the following:

- *Educational Stability.* If children are un-enrolled from their school, they may lose the right to return to the same school after being homeschooled. Children in foster care face multiple placement changes and the child must be afforded the same educational opportunities regardless of their placement. If the child's placement disrupts and the child is being homeschooled, the child is less likely to experience educational stability.
- *Special Education.* Students who are homeschooled or sent to private school are not entitled to FAPE (free and public education) and no longer have an IEP. The child would no longer have access to the services available through their IEP and would have to undergo an eligibility redetermination process if they were ever re-enrolled in public school. As children develop, a learning condition or disability

may surface and the child would not have access to the services and assessment available through public schools unless they were re-enrolled.

- *Family's input/permanency plan.* Parents whose rights have not been terminated need to be consulted regarding their child's educational services. If the plan is reunification, serious consideration needs to be given to how this educational decision would impact the child if/when the child is returned home. The same consideration needs to be given if the child has another permanency plan (i.e. custody transfer to a relative, adoption).
- *Funding.* Agencies would have to address funding if the team decides to have the child homeschooled or attend private school. Unless the child's IEP requires a private day/residential placement, there is not an avenue for LDSS to provide funding for a private school placement. While homeschooling is not as expensive as private school, this too would be a cost that the team would have to consider. There is no existing state funding to provide for voluntary private school or homeschooling.

There should be very few instances in which the child's team would recommend homeschooling or private school enrollment. As an example, if a child is placed with a family that has signed the adoptive home agreement, and the family prefers homeschooling, then it might be appropriate for the team to agree that the child can be homeschooled.

Can school aged children attend full-time daycare while schools are providing education through virtual learning?

Daycare is an allowable expense through both title IV-E and CSA for school aged children whose foster parents are working (either teleworking or working away from the home). The daycare can support the child's virtual learning through the public school, but cannot provide instruction. All the same rules about daycare apply, such as the maximum reimbursable rate and that the daycare must be legally operating in Virginia. Please see [section 12.8](#) of the foster care manual and the broadcast entitled "[Payment of Subsidy for School-Age Children Participating in Virtual or On-line Schoolwork While in Child Care](#)" for additional information.

Foster parents are encouraged to use natural supports to provide adequate support and supervision for older youth. Additionally, LDSS may want to consider structuring the youth's current services, mentoring for example, to occur during the school day, should the youth require that level of support.

Can foster parents provide a tutor or a babysitter to assist with virtual learning?

Under the provision of normalcy for children in foster care ([section 6.8](#) of the foster care manual), foster parents may choose to have a babysitter/tutor support the child with virtual learning. Under these circumstances, the foster parent can pay the babysitter/tutor, using the monthly maintenance/enhanced maintenance payment.

For questions, please contact your regional Permanency Consultant:

Central: Lisa Tully, lisa.tully@dss.virginia.gov, 804-662-9791
Latisha Kidd, latisha.kidd@dss.virginia.gov, 276-628-3417

Eastern: Gayle Brown, gayle1.brown@dss.virginia.gov, 757-985-4944
Emily Lowe, e.lowe@dss.virginia.gov, 757-985-4966

Northern: Sarah Gilbert, s.gilbert@dss.virginia.gov, 540-347-6309
Tara Gilbert, tara.gilbert@dss.virginia.gov, 540-347-6211

Piedmont: Dawn Wilson, dawn.m.wilson@dss.virginia.gov, 540-204-9638
Tiffany Ray, tiffany.ray@dss.virginia.gov, 540-204-9639
Ali Bell, ali.bell@dss.virginia.gov, 540-988-3800

Western: Heather Lewis, h.lewis@dss.virginia.gov, 276-676-5637
Jeannie Adams, jeanniem.adams@dss.virginia.gov, 276-393-9564



Office of Children's Services
Empowering communities to serve youth

Audit Plan

Fiscal Years 2020 - 2023

July 23, 2019

Updated August 12, 2020



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

MEMORANDUM

TO: Scott Reiner, Executive Director
FROM: Stephanie S. Bacote, Program Audit Manager
DATE: August 12, 2020
SUBJECT: Fiscal Years 2020-2023 Audit Work Plan

The Fiscal Years 2020-2023 Audit Work Plan for the Office of Children's Services (OCS) Program Audit Activity is enclosed. The workload is divided into four audit categories:

- On-Site Audits
- Self-Assessment Audits
- Carry-over 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.

Due to concerns regarding COVID-19 that affects the manner in which CSA program audits are normally conducted, many audits scheduled to be completed in the FY 2020 audit cycle were suspended. The audits that were not completed have been carried over to the FY 2021 audit cycle. Because of the rescheduling, the overall audit plan has been extended for an additional year. This change was necessary to allow for modifications to our existing audit process due to continued uncertainty about the return to normal operations, and to responsibly manage the availability of resources to successfully execute the full audit 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.



Stephanie S. Bacote, CIGA
Program Audit Manager



Office of Children's Services
Empowering communities to serve youth

AUDIT WORK PLAN SUMMARY

(Updated August 12, 2020)

FISCAL YEAR 2020	FISCAL YEAR 2021	FISCAL YEAR 2022	FISCAL YEAR 2023
Alleghany/Covington	Alleghany/Covington	Albemarle	Accomack/Northampton
Arlington	Bristol/Washington	Amelia	Alexandria
Bristol/Washington	Buchanan	Bath	Amherst
Buchanan	Campbell	Botetourt	Appomattox
Campbell	Charlotte	Buckingham	Augusta/Staunton/ Waynesboro
Carroll	Chesterfield/ Colonial Heights	Charles City	Bedford County
Chesapeake	Essex	Clarke	Bland
Danville	Fairfax/Falls Church	Craig	Brunswick
Fauquier	Fauquier	Culpeper	Caroline
Floyd	Floyd	Dinwiddie	Charlottesville
Fluvanna	Franklin County	Franklin City	Cumberland
Franklin County	Giles	Fredericksburg	Dickenson
Giles	Halifax	Galax	Frederick
Greene	Henry/Martinsville	Grayson	Gloucester
Halifax	Hopewell	Greensville/Emporia	Goochland
Henrico	King George	Hampton	Highland
Hopewell	Lancaster	Hanover	Isle of Wight
King George	Lee	James City	King & Queen
Lancaster	Lunenburg	King William	Louisa
Lee	Mecklenburg	Loudoun	Manassas City
Lynchburg	Nelson	Manassas Park	New Kent
Madison	Orange	Mathews	Newport News
Mecklenburg	Petersburg	Middlesex	Page
Montgomery	Pittsylvania	Northumberland	Poquoson
Norfolk	Portsmouth	Norton	Pulaski
Nottoway	Prince William	Patrick	Radford
Orange	Rappahannock	Powhatan	Roanoke County
Pittsylvania	Richmond City	Prince Edward	Salem
Portsmouth	Roanoke City	Prince George	Smyth
Prince William	Rockbridge/Lexington/ Buena Vista	Richmond County	Spotsylvania
Rappahannock	Rockingham/Harrisonburg	Shenandoah	Warren
Roanoke City	Russell	Southampton	Westmoreland
Rockbridge/Lexington/ Buena Vista	Scott	Stafford	Williamsburg
Rockingham/Harrisonburg	Sussex	Suffolk	Winchester
Scott	Tazewell	Surry	York
Sussex	Wise		
Tazewell			
Virginia Beach			
Wise			
Wythe			



FY 2021 AUDIT WORK PLAN HOURS

(Updated August 12, 2020)

LOCALITY AUDITS, PROJECTS, AND REVIEWS			
Onsite Audits	Planned Work Hours	Self-Assessment Validations	Planned Work Hours
Charlotte	360	Chesterfield/Colonial Heights	50
Essex	360	Henry/Martinsville	50
Fairfax/Falls Church	425	Nelson	40
Hopewell	360	Russell	40
Lunenburg	360		
Petersburg	360		
Richmond City	425		
CARRY-OVER AUDITS			
Onsite Audits	Planned Work Hours	Self-Assessment Validations	Planned Work Hours
Alleghany/Covington	120	Buchanan	40
Fauquier	230	Bristol Washington	40
Franklin County	120	Campbell	40
Halifax	200	Floyd	40
Lancaster	120	Giles	40
Mecklenburg	120	King George	40
Orange	150	Lee	40
Rappahannock	230	Pittsylvania	40
Roanoke City	350	Portsmouth	40
Rockbridge/Lexington/Buena Vista	150	Prince William	40
Scott	200	Rockingham/Harrisonburg	40
Sussex	150	Tazewell	40
Wise	230		
Special Projects			Planned Work Hours
To be determined			312

Total Work Plan Hours	5992
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Refer to the Audit Work Plan Summary for the listing of planned audits for fiscal years 2022 - 2023. Classifications of audits as either on-site or self-assessment validation engagement for fiscal years 2022 - 2023 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 2022 - 2023 will be updated and published accordingly.