***CPMT Meeting Minutes: Monday, Jun 27, 2022***

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601 on June 27, 2022.

***The following members were present:***

* David Alley, Private Provider Representative, Grafton Integrated Health Network
* Tamara Green, Frederick County Department of Social Services
* Jerry Stollings, 26th District Juvenile Court Service Unit
* Leea Shirley, Lord Fairfax Health District
* Denise Acker, Northwestern Community Services Board

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

* Dr. Michele Sandy, Frederick County Public Schools
* Jay Tibbs, Frederick County Administration

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

* Jacquelynn Jury, CSA Coordinator
* Robbin Lloyd, CSA

***Call to Order:*** David Alley called the meeting to order at 1:05 pm. In accordance with Frederick County CPMT Remote Participation policy 4.7.2, Mr. Alley, being out of state, attended virtually through the Microsoft Teams platform with a quorum of members being in person.

***Introductions:*** Members and nonmembers of the team introduced themselves.

***Adoption of Agenda:*** Tamara Green made a motion to adopt the June agenda; Jerry Stollings seconded; CPMT approved.

***Consent Agenda:*** The following items were included in the Consent Agenda for CPMT’s approval:

* May 23, 2022- CPMT Minutes
* Budget Request Forms – Confidential Under HIPPAA

Leea Shirley made a motion to approve the May Minutes, Tamara Green seconded, CPMT approved.

***Adoption to Convene to Executive Session:*** On a motion duly made by Tamara Green and seconded by Leea Shirley, 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.

***Executive Session:***

* Parental Agreement Extension Update
* Funding Gap

***Adoption of Motion to Come Out of Executive Session:*** Denise Acker made a motion to come out of Closed Session and reconvene in Open Session; Leea Shirley seconded; CPMT approved.

***Motion and Roll Call Certification of Executive Session:*** Denise Acker made a motion, seconded by Leea Shirley, to Certify to the best of each Frederick County 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.

Jerry Stollings Aye

Leea Shirley Aye

Denise Acker Aye

Tamara Green Aye

David Alley Aye

***Adoption of Motion to Approve Items Discussed in Executive Session:*** Denise Acker made a motion to approve the funding gap discussed in the Executive Session, Jerry Stollings seconded; CPMT approved.

***Committee Member Announcements:***

* + None

***CSA Report:***

* April 2022 Financial Report-
* Monthly Net Expenditures- $303,132.43 or 7% of the total allocated, including Protected and SpEd WrapAround Funds.
* Year to Date Net Expenditures- $2,689,912.21 or 65% of the total allocated, including Protected and SpEd WrapAround Funds. Local match spent is $1,084,650.26.
* Remaining- $1,446,563.28 or 35% of the total allocation or $1,439,918.82 excluding SpEd Wrap Funds.
  + Protected Funds- $35,364.00 spent, $24,816.00 remaining with $22,430.00 encumbered.
  + SpEd Wrap Funds: $168,316.59 spent, $6,644.46 remaining with $43,770.00 encumbered.
* Youth Served: 133 total
  + 91 in Community Based Services
  + 22 in Private Day School
  + 19 in Congregate Care
  + 23 in TFC
* May 2022 Financial Report-
* Monthly Net Expenditures- $312,624.57 or 8% of the total allocated, including Protected and SpEd WrapAround Funds.
* Year to Date Net Expenditures- $3,002,536.79 or 73% of the total allocated, including Protected and SpEd WrapAround Funds.
* Remaining- $1,133,938.71 or 27% of the total allocation or $1,152,226.25 excluding SpEd Wrap Funds.
  + Protected Funds- $45,576.50 spent, $14,603.50 remaining with $9,053.00 encumbered.
* Youth Served: 139 total
  + 95 in Community Based Services
  + 24 in Private Day School
  + 21 in Congregate Care
  + 23 in TFC
* OCS Audit – The auditor confirmed receipt of the requested documents. She noted that the review of Frederick County’s submitted documents will not occur for several weeks as she is completing several other localities as well.
* Medicaid Budget Impact- A notice was sent to local CSAs advising of the potential impact of the new legislative budget items. Medicaid rates previously authorized on a temporary basis (due to the impact of COVID, inflation, staff shortages, etc.), were made permanent. As a result, the locality portion of Medicaid will equate to higher expenditures. It is also encouraged that local CSAs accept an increase in rates from private providers to match Medicaid rates.

***Old Business:***

* FY23 Contract Status- Vendors continue to submit FY23 documentation. Grafton is requesting changes to Frederick County CPMT’s amendments to the FY22 APOS, eliminating the statement, “failure to provide 10 days written notice of termination would result in 10 days of non-payment for services”. CPMT denied this request.
* CPMT Email Communication- At CPMT’s request, the CSA Coordinator sought an updated opinion from the county’s attorney regarding emailed communication between CPMT members, specifically items discussed during Executive Session. The attorney reaffirmed VFOIA requirements that CPMT members meet in person to approve motions to enter and exit closed session, and then complete a roll call certification.
* Mental Health Initiative Funds- As reported during the April meeting, a memo distributed from DHBDS noted a change in the budget language for MHI funding requiring a “Streamlined agreement between CSBs and their local CPMTs on the use of these funds.” Denise Acker summarized funds are used for two case management positions whose services are obtained through Same-Day Access. Jerry Stollings made a motion to approve the CSBs plan to expend the mental health initiative funds in Frederick County, Leea Shirley seconded, Denise Acker abstained, CPMT approved.

***New Business:***

* Private Day School Rate Setting- The proposal to implement a tiered system of rates within private day school programs beginning FY24 is awaiting the Governor’s approval. There will be 9 tiers of rates separated out between Northern VA and the rest of the Commonwealth, based on the ratio of aids to students in each classroom, as well as one out of state tier. This will result in 19 tiers which will each be reported separately to the state. OCS will move forward with the data collecting in FY23 to estimate the financial impact of the new rates.
* Administrative Memo #22-03 Service Names for Private Day Special Education- Advises local CSAs of changes to the required reporting for Private Day School placements. The Private Day School service name will no longer be accepted as of August 1, as a student’s individual tiered placement will be collected.
* Administrative Memo #22-04 Rate Adjustments for FY2023- Multisystemic Therapy and Functional Family Therapy- An FY23 increase in suggested rates for MST and FFT was supported by OCS and VDSS due to inflation, staff shortages, and “ability to sustain optimal capacity”. OCS encourages local CSAs to adopt the rates of $101.25/day for MST and $64.00/day for FFT. CPMT decided to accept the new rates only from providers who submit a rate sheet with the suggested rates prior to July 1. CPMT declined to systematically approve the new rates to providers across the board.
* Strategic Plan Goal #3- Satisfaction Survey- Frederick County’s 2018 Strategic Plan completed 2 of its goals and began work on the 3rd prior to the COVID-19 pandemic. Goal 3 is to develop a satisfaction survey evaluating the effectiveness of family engagement in Frederick County. Because other regional CSAs were interested in implementing a similar process, it was decided that the CSA Coordinator collaborate with regional CSA offices to complete the goal. Action steps were established, but work was suspended until further notice due to COVID restrictions and the need to adapt to fluid changes in the environment. At the May 22 meeting, the DSS Director expressed interest in creating a survey for stakeholders to evaluate the FAPT and its process. Tami obtained sample surveys which were provided as examples. CPMT decided to create a subcommittee to create the survey questionnaires, Jerry Stollings, Tamara Green, and David Alley offered to participate on the committee.
* Parental Agreement Policy- The CSA Coordinator included the current Parental Agreement Policy for review at the request of CPMT. The Parental Agreement Policy was not discussed, as it did not contain the appeal process, which was the desired topic for discussion. The DSS Director questioned the existence of documentation or policy regarding the ability for case managers to appeal the FAPT decision. The Rights & Safeguards form was projected on-screen to show the current CPMT approved language regarding the process of appeals for families and case managers. The DSS Director requested that this be explained to case managers during the scheduled Case Manager training on July 6, 2022.
* Discharge Planning- As a result of a discussion during the executive session of the May meeting, it was requested that CPMT discuss the expectations of discharge planning and develop best practices around escalation of concerns or problems to CPMT. This was not discussed in detail as focus turned to addressing the escalation and appeal process.
* CPMT Escalation Practices- The CSA Coordinator will submit proposed changes to the CPMT policy to allow any member to call an emergency meeting instead of the Chair only and provide for a member’s proxy to attend.

***Informational Items:***

* Service Gap Survey- The Service Gap Survey is required bi-annually, and updates are requested in opposite years. This year, questions were sent to update the status of the gaps identified in Frederick County’s Service Gap Survey last year. A copy of the update was provided.
* Legislative Change for Children’s Residential Facilities- There was a change in the requirements for background checks for Children’s Residential Facilities that were adopted by the State Department of Social Services. It recommends localities consider adding similar language to local contracts.

***Assigned Tasks:***

* The CSA Coordinator will email interested members to initiate a subcommittee for the survey creation.
* The CSA Coordinator will adjust the policy to allow any member of CPMT the ability to request an emergency meeting for the next business day.
* The CSA Coordinator will speak to Grafton about the amendment change that was denied by CPMT.
* The CSA Coordinator will present another update about the youth discussed during the Executive Session and the IEP process.

***Next Meeting:*** The next CPMT meeting will be held Monday, July 25, 2022, at 1:00 pm in the 1st Floor Conference Room.

***Adjournment:*** Denise Acker made a motion to adjourn, Jerry Stollings seconded, and the motion was approved. The meeting was adjourned at 3:25 pm.

***Minutes Completed By:*** Robbin Lloyd